



## **SEVENOAKS** **ANNUAL TOWN PUBLIC MEETING**

NOTICE IS HEREBY GIVEN OF THE ANNUAL TOWN MEETING OF THE LOCAL GOVERNMENT ELECTORS FOR THE TOWN OF SEVENOAKS WHICH WILL BE HELD AT THE BAT AND BALL CENTRE, CRAMPTONS ROAD, SEVENOAKS, TN14 5DN  
**MONDAY 14<sup>th</sup> March 2022 at 7:00pm**

Chaired by the Mayor of Sevenoaks, Councillor Dr Marilyn Canet

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/3McBu6lgeOk> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk) or by request.

Agenda available at: [Sevenoaks Town Council/Annual Town Meeting](#)

### **A G E N D A**

1. Welcome by The Mayor, Councillor Dr Marilyn Canet
2. Minutes of the 2021 Sevenoaks Annual Town Public Meeting (Copy attached)
3. Presentation of Sevenoaks Town Council's Annual Report: April 2021 – March 2022 (Copy attached)
4. Update on Sevenoaks Neighbourhood Development Plan
5. Presentation on Climate Change Initiatives, including Guest Speaker:  
  
Rachel Coxcoon, Cabinet Member for Climate Change and Forward Planning, Cotswold District Council and Founder and Director of Climate Guide Ltd
6. Presentation of Sevenoaks Town Council Grant Cheques to Voluntary Organisations
7. Presentation of The Stag's Annual Report (Copy attached)
8. To receive Comments and Queries from Local People on any Matters relating to Sevenoaks

*If you have any comments or questions you would like to put to the Town Council please email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk) by noon on Friday 11<sup>th</sup> March 2022*

This page has been left blank intentionally

This page has been left blank intentionally

**Minutes of the Meeting of the  
Forty Seventh Annual Assembly of the Townspeople of Sevenoaks  
held via Zoom and livestreamed on YouTube on Monday 15<sup>th</sup> March 2021 at 7:00 pm.**

---

Cllr N J L Busvine OBE – Mayor of Sevenoaks

**Also Present:**

Cllr K P Bonin	Cllr Mrs R E Parry
Cllr Dr J M Canet	Cllr R J Parry
Cllr S Camp	Cllr R L Piper
Cllr A S Clayton	Cllr S G Raikes
Cllr A W Eyre	Cllr C E Shea
Cllr V Granville-Baxter	Cllr E T Waite
Cllr R Hogarth	

Chief Executive / Town Clerk, Linda Larter MBE  
Lisa Whitbread, Business Development and Marketing Manager, Stag Theatre  
Senior Committee Clerk, Alison Futtit  
Social Media & Events Assistant, Ben Thornewell

**Apologies for absence:**

Cllr Irene Collins, Chair of Riverhead Parish Council  
Cllr L S Michaelides, Sevenoaks Town Council

**1. WELCOME BY THE MAYOR, CLLR N J L BUSVINE OBE**

The Mayor welcomed everybody to the meeting, commenting that it was unusual not to be able to meet in person. Last year the Annual Town meeting had unfortunately been cancelled at the very last minute due to Government guidelines issued that very evening.

It was noted that some local councils had decided not to hold an Annual Meeting this year, but Sevenoaks Town Council felt it was important to communicate with the local community and had therefore decided to hold a meeting which could be livestreamed.

The Mayor thanked the Town Clerk, Linda Larter, and her team on their incredible work in the past year; he paid tribute to his fellow Town Councillors for all they had done; and thanked local residents who had soldiered on during the pandemic, organised charity action groups and rallied to save the Stag Theatre.

**2. MINUTES OF THE SEVENOAKS ANNUAL TOWN PUBLIC MEETING 2019**

Due to the cancellation of last year's meeting, the minutes under consideration were those of the Forty Sixth Annual Town Public Meeting of the Townspeople of Sevenoaks held on 18<sup>th</sup> March 2019.

The Mayor took the minutes as read but advised that they would be submitted for formal approval at a future meeting when it was possible to meet face-to-face.

### **3. PRESENTATION OF SEVENOAKS TOWN COUNCIL'S ANNUAL REPORT 2020-2021**

The Mayor introduced the Town Council's Annual Report April 2020 to March 2021, commenting that it was a fantastic tribute to the residents and the Town Council.

The Town Clerk provided a presentation outlining the Town Council's achievements during this period.

### **4. PRESENTATION OF BAT & BALL CENTRE PROJECT**

The Town Clerk provided a presentation on the progress through the year of the refurbishment and extension of the Bat & Ball Centre.

The Mayor commented that this had been a substantial project which had produced a building to be proud of, that would see a lot of use in the years to come. Its first use as an asymptomatic Covid testing centre could not have been anticipated.

### **5. REPORT ON SEVENOAKS TOWN COUNCIL GRANTS TO LOCAL ORGANISATIONS**

The Town Clerk reported that awards under the Town Council's Grants Scheme had been made to the following local community organisations during the year:

- PS Breastfeeding CIC - £1,000
- Sevenoaks Counselling - £1,500
- Bradbourne Residents Association - £250
- Sevenoaks Vine Cricket Club - £16,000
- Friends of Pontoise - £250
- Sevenoaks Volunteer Transport Group - £750
- West Kent Mediation - £800
- Sevenoaks Three Arts Festival - £600
- Care for Our Community – Cleanup Sevenoaks - £1,543

Grants were also awarded from the Community Resilience Fund created in March 2020 to support those putting in place voluntary arrangements to help those in need during the pandemic, as follows:

- Age UK Sevenoaks & Tonbridge - £2,000
- PS Breastfeeding CIC - £780
- Citizens Advice North & West Kent - £611
- The Hygiene Bank - £1,500
- Care for our Community – Lockdown Larder - £1,000
- West Kent Mind - £900
- Sevenoaks Larder - £993
- Sevenoaks Volunteer Transport Group - £500



The Mayor commented on the amazing community response to the Covid crisis with lot of organisations pulling together. He thanked all those working hard to support the community.

## 6. UPDATE ON SEVENOAKS NEIGHBOURHOOD DEVELOPMENT PLAN

The Town Clerk provided an update on progress with the Sevenoaks Neighbourhood Development Plan, referring to the complexity of the strategic process and delays experienced that were beyond the Town Council's control, including the pandemic.

It was noted that a number of items in the Plan had been progressed, including: Bat & Ball Centre; Bat & Ball Station ramp; Multi Use Games Area (MUGA); Business Hub; and circular walk at the Wildlife Reserve. Outline proposals for the Bat & Ball junction and the Cultural Quarter proposal were being progressed.

The updated timetable is set out below:

<b>Sevenoaks Neighbourhood Development Plan</b>	
<b>Process</b>	<b>Revised Timetable</b>
<b>Prepare Final (Regulation 16) Plan for initial submission to SDC.</b>	By 31 <sup>st</sup> March 2021
<b>Seek SEA scoping opinion from SDC.</b>	early April 2021
<b>Sign off Final (Regulation 16) Plan with NP Steering Group / Planning Committee</b>	April 2021
<b>Prepare Consultation Statement and Basic Conditions Statement</b>	April 2021
<p><b>Submit the Neighbourhood Plan formally to SDC.</b> (assuming that an SEA is not required) Once the plan is submitted to SDC (with the Basic Conditions Statement and Consultation Statement) they will be responsible for:</p> <ul style="list-style-type: none"> <li>a) publicising the plan for a six-week period (Regulation 16).</li> <li>b) notifying anyone referred to in the consultation statement that the plan has been received; and</li> <li>c) appointing an independent examiner.</li> </ul> <p>Any representations received on the plan during the 6-week consultation period will be passed to the independent examiner for consideration. At this stage, the examiner will only be concerned about whether the Plan meets the Basic Conditions (i.e., is in conformity with planning policy) not any other comments about its contents.</p>	May 2021
<p><b>Examiner's report</b> At the end of the 6-week period the independent examiner will issue a report to the SDC and the Town Council and may make recommendations on modifications required to the plan prior to going to referendum.</p>	July / August 2021
<b>Modify Neighbourhood Plan in response to Examiner's recommendations (if required)</b>	August / September 2021
<p><b>Referendum - Autumn 2021</b> Assuming that the plan is found to be satisfactory then SDC will organise a referendum. They will need to publicise these 28 working days before the referendum is held. <b>If more than 50% of those voting in the referendum vote yes to support the plan, then it becomes a part of the statutory development plan.</b></p>	Autumn 2021

**7. PRESENTATION OF THE STAG’S ANNUAL REPORT 2019-20**

Lisa Whitbread, Business Development and Marketing Manager of the Stag Theatre, presented the Stag’s Annual Report for 2019-20. She thanked the Town Council and local residents for their enthusiasm and dedication to the Stag which had helped make it so successful.

Lisa reported that The Town Council’s grant funding of £65k plus match funding up to £60k for the Stag’s fundraising appeal, together with donations from the public of £70k, had been a real lifeline for the theatre. The team had refunded more than £250k of ticket money but was dedicated to rescheduling events. The opportunity had been taken whilst the theatre was closed to carry out refurbishment works.

Lisa thanked all those that had come forward to help in so many ways and also paid tribute to the team at the Stag: The Stag would survive thanks to the support of the local community and the Town Council.

The Stag was looking forward to a better and brighter future when people could return and was looking forward to reopening on 17<sup>th</sup> May 2021.

**8. QUESTIONS AND COMMENTS RECEIVED FROM LOCAL PEOPLE ON MATTERS RELATING TO SEVENOAKS**

The questions and comments received in advance of the meeting are attached as APPENDIX A. The Mayor read them out at the meeting, together with the responses thereon.

**9. CLOSE OF MEETING**

The Mayor thanked everybody for attending the meeting and congratulated everyone on the way the community had pulled together so effectively during the last year.

The Mayor advised that he was nearing the end of his Mayoral term and wished Cllr Dr Canet every success when she became Mayor in May.

There being no other business the meeting closed at 7:49pm.

Signed .....

Dated .....

The Mayor

QUESTIONS/COMMENTS SUBMITTED FOR ANNUAL TOWN MEETING – 15<sup>th</sup> March 2021

	From	Question/Comment	Town Council's Response
1.	<b>Cllr Irene Collins, Chairman Riverhead Parish Council</b>	<p>I am sending my apologies. I am unable to attend the Town Council AGM as I am chairing Riverhead Parish Councils monthly full council meeting.</p> <p>I have read the report and would like to congratulate you, your team and the Town Councillors for the amount of projects they have undertaken during the past year as well as the excellent general running of our town.</p>	<p>Cllr Irene Collins' kind words will be recorded.</p>
2.	<b>Mr W A Cross</b>	<p>At your forthcoming Town Council meeting on March 15th could you please consider the emptying of public waste bins on a more regular basis.</p> <p>Since the NT are limiting facilities at Knole Park, the public are now parking on streets and roads in the locality and are filling up bins with takeaway food wrappings, plastic bottles and dog waste etc at an alarming rate.</p> <p>You cannot blame the public, as they are dutifully putting their rubbish in the bins provided, but if they are not emptied at the same rate then they will inevitably overflow thus causing a health hazard.</p> <p>So please either increase bin capacity at certain sites or have the existing bins emptied every day, including weekends. The public are doing their bit, so let's see the Council doing theirs to keep Sevenoaks litter free!</p>	<p>Litter has been a considerable problem during lockdowns and restrictions.</p> <p>Sevenoaks Town Council is responsible for the litter bins on its public open spaces and emptied daily. In some places such as the vine commercial dumper bins on wheels have been installed to try and accommodate additional rubbish.</p> <p>Other litter bins are the responsibility of Sevenoaks District Council and these concerns will be passed on to them.</p> <p>Sevenoaks Town Council and Sevenoaks District Council are working together to try and combat the ongoing litter issue.</p>
3.	<b>Jonathan Drury</b>	<p>I cannot see the copy of the Stag's Annual Report, allegedly attached. There has been significant subsidy out of the public purse for this valuable resource; it is important that the use to which taxpayers' money has been, and is to be, put, is open to and passes public scrutiny. When and how will this be made available and how will questions and suggestions from Sennockians on the missing report be accommodated after the deadline for this meeting?</p>	<p>Apologies that the Stag attachment was missed off the email – it was circulated as soon as it was brought to our attention. It had been added to STC website with the agenda.</p> <p>The Annual Town Meeting unfortunately has to be different this year, however has been well publicised including in the</p>

<p>4.</p>		<p>Friday noon allows less than 44 hours turnaround for questions, even for those directly supplied by you.</p> <p>Disappointing to see no mention of the lottery funded Heritage project regarding Sevenoaks Common in the Open Spaces report.</p> <p>Some residents ask why is Sevenoaks Common being turned into an urban park?</p>	<p>Town Crier which was delivered to each household at the beginning of February which included details about how to submit questions. There has also been an advertisement in the Sevenoaks Chronicle, posters in the town and social media.</p> <p>It has been included in the weekly Town Team Newsletter for the last 4 weeks which is sent to all Resident Associations including Mr Drury.</p> <p>It is the normal practice to circulate agenda papers on the Wednesday preceding the meeting and place on the website. Additional stakeholders including Resident Associations were circulated on Thursday preceding the meeting.</p> <p>Regarding comments on deadline for questions. We extended to this Friday noon. We had asked for questions by 8<sup>th</sup> March previously.</p> <p>Sevenoaks Greensands Project is managed by Sevenoaks District Council and Kent Wildlife Trust. The project is supported by Sevenoaks Town Council. The aim of the project is to engage local people and support a shared effort to restore, protect and manage the Commons along the Greensand Ridge. Detailed information can be obtained from <a href="http://www.kentwildlifetrust.org.uk">www.kentwildlifetrust.org.uk</a> There</p>
-----------	--	--	---

5.		<p>When will the programme to eliminate Japanese Knotweed from Sevenoaks Common be completed? (It was initiated, I believe, under the auspices of a previous Town Clerk and Open Spaces Manager.)</p>	<p>was no mention in the report as the project has not achieved any new work during lockdown, but we have been assured that other projects will be completed within the next year.</p> <p>The Japanese Knotweed was successfully treated on 4 August 2020, with a follow up visit in September 2020. The Town Council's Open Spaces team will be vigilant this spring for any regrowth.</p> <p>We will treat Japanese knotweed as and when it is found, It is known to be extremely persistent in the soil and can reoccur many years after previous treatments, particularly after major ground disturbance. We are always grateful to the public alerting us to new outbreaks or recurrences.</p>
6.		<p>Does the agreement with KCC regarding roadside advertising legitimise the existing practice? Please will STC ensure that such advertising is safely installed and does not obstruct sightlines at junctions? There have been noticeably fewer such incidents since this matter was last raised, but there is still room for improvement.</p>	<p>STC's agreement with KCC for roadside advertising is for assisting local voluntary organisations to promote their events and activities. Every effort is made to ensure that they conform with a standard approach, to date we have not had any incidents reported to STC.</p>
7.		<p>Congratulations are in order for the current resurgence of the Wednesday Market with some new more varied stalls matching the few remaining excellent longstanding stalwarts. Footfall has increased during lockdowns: how can this be maintained?</p>	<p>STC will continue to promote the market and activities for local traders.</p>
8.		<p>Why does STC persist in referring to a "Charter" market in this report when it is well known that the Sevenoaks Market, which predates the existence of a town here, is far too old to have a Charter?</p>	<p>We note Mr Drury's comments and will refer to it as 'The Saturday High Street Market in the future.</p>

9.		<p>(The following is pertinent to the efforts to relocate the Wednesday Market: SDC owns The Market Place which was purchased by SUDC together with the right to hold a Saturday Market there and in no other location. The Market Place comprises the entire width of the High Street between its junctions with London Road and Lock's Yard with Market Rights older than and taking precedence over the Highway, as recognised by Sevenoaks Board and SUDC. The current market uses only "The Market Square".)</p>	<p>Comments noted.</p>
10.		<p>The 2019 minutes refer to Peter Fleming advising on behalf of SDC, the Parking Authority, that "within the first six months of the 2019/20 year there would be an holistic review of the parking within the district". There has been a tightly targeted review of "on street parking" but only in selected parts of the Town. There has not been an overall "holistic review". What are STC's Councillors, especially for those wards with voters most vexed by the ensuing problems, doing on behalf of those they represent, to ensure that this matter, fundamentally blighting the residents and commerce of Sevenoaks, is properly addressed?</p>	<p>STC will ask SDC for an update on the progress of the holistic car parking review.</p>
11.	<p><b>Henry Pound</b></p>	<p>The Town Council's number one priority, according to the Annual Report is Climate Change / Carbon Neutral. Point 3 states "existing buildings to be more sustainable with reduced carbon footprint where practicable". I would hope this applies to all facilities on council land.</p> <p>The Rugby club wish to add mobile floodlights without improving the existing lighting in Knole Paddock. The existing floodlights provide an excellent opportunity to achieve a reduction in carbon footprint. This is demonstrated in the report attached to the recent application for the 3G pitch. This highlighted "<i>the existing floodlights are extremely inefficient, producing only 10% of the illuminance levels expected from modern lighting systems</i>". Also, they do not comply with modern standards, for either an environmental zone E2 or E3. I have attached extracts from the report below.</p> <p>Could I request that the council does what it can to ensure the existing lights are upgraded before installing more floodlights. Kent Wildlife Trust expressed their concern about floodlighting in their recent submission on the application for the 3G pitch, as the facilities adjoin a SSSI. I attach their letter highlighting their concern on the impact of floodlights on Knole Park.</p>	<p>STC have raised residents' concerns with the Rugby Club about proposals for additional and different floodlights.</p> <p>The proposal had been put on hold until a planning appeal had been determined which has now happened.</p> <p>STC had £230k set aside for a 3G pitch (the rest to be obtained from external financing). £30k is being considered for pitch improvements.</p> <p>STC Councillors will be asked about the potential for upgrading the floodlighting as mentioned.</p>

		It is clear from the Rugby Club's recent comments, there is no intention to upgrade the lights. As the £500,000 funds allocated have not been used on the 3G Pitch, some of this money could be used to upgrade the lights if the Rugby Club cannot afford it.	
<b>12.</b>	<b>Elizabeth Purves</b>	Looking at the YouTube viewing figures, it is encouraging to see that so many Sevenoaks residents are interested in what is discussed at Town Council meetings. Over 120 people watched a Planning meeting in the past three months. YouTube has allowed residents greater access to meetings. They can watch a YouTube from home, but far less likely to turn up at the Council Chamber. Have 120 people ever been physically present at a meeting? Once meetings can be held again in the Council Chamber, could the meetings be recorded live and put on YouTube so that there is greater inclusivity and residents have the opportunity to observe local government in action?	STC has installed the technical equipment into the Chamber to enable this to happen.

This page has been left blank intentionally

This page has been left blank intentionally





# Sevenoaks TOWN council

## Annual Report **2021 / 22**

### ADDRESS:

Town Council Offices  
Bradbourne Vale Road Sevenoaks  
Sevenoaks  
Kent  
TN13 3QG

### CONTACT:

01732 459953  
[council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
[www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk)



## 1. Introduction

This is the second Annual Report where Covid-19 has heavily impacted the Town Council's activities, functions, and facilities, as well as the wider community.

The Town Council has continued to work hard to maintain its functions and facilities as much as possible including those which were needed even more by the local community during the pandemic. These include allotments, public open spaces, play areas, cemetery, grants to voluntary organisations, supporting local businesses and providing a venue for an Asymptomatic Covid Testing Centre.

During this difficult time the Town Council, in addition to its normal operations of community functions and facilities, has achieved some of its planned key objectives:

- Bat & Ball Centre officially opened
- New Multi Use Games Area (MUGA) officially opened
- Vine Cricket Ground renovated
- Vegan Markets
- Business Hub opened
- South & South East in Bloom Awards
- Loo of the Year Award
- Green Community Investment Plan

This report provides detailed information relating to Sevenoaks Town Council's performance and activities during the past financial year.

## 2. Climate Change Initiatives

In November 2019 Sevenoaks Town Council (STC) resolved to make the following its Number 1 Priority:

- To recognise the Government and Kent County Council (KCC) declarations for aiming for Zero Carbon.
- To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.

Unfortunately, the Covid-19 pandemic disrupted some of STC's original plans from 2019. However, STC has used the time to refocus its draft Neighbourhood Development Plan on climate and green issues, identifying policies which would contribute to a more sustainable town.

Practical environmental projects include:

- i) Production of a Green Community Investment Plan
- ii) Rebuilding Bat & Ball Centre as eco-friendly as possible
- iii) Review of draft Neighbourhood Development Plan, making Climate Change a top priority
- iv) Installation of additional cycle racks and planters
- v) Supporting and being involved in the Darent Valley Community Rail Partnership
- vi) Installation of Electric Charging Points
- vii) Purchase of first Electric Vehicle
- viii) Planting of hundreds of trees and Adopt a Tree launch
- ix) Give it a Grow project
- x) Edible Planting
- xi) Environmental policies for recommendations on planning applications
- xii) Promoting Refill scheme
- xiii) Promoting Sevenoaks' Plastic Free Pledge
- xiv) Involving young people

At a meeting in November 2021, Councillors met to review STC's original 2019 climate change initiatives and considered additional and new proposals. It was agreed that STC should communicate more to the public about the practical local initiatives it was already undertaking and its plans for the future, and that STC should take a local leadership role, providing information about simple measures that can be taken to help the local community to Reduce, Reuse and Recycle to help the planet.

Friends of the Earth states: *"Parish and Town Councils may not be as powerful as local authorities, but they can 'do their bit' in addressing the climate and nature emergency and be a force for change."*

STC's overall aim is to put in place affordable and practical initiatives with long-term green benefits for the local community and to support and encourage residents to pursue them individually. Little steps together, reducing Sevenoaks' carbon consumption footprint = big changes to the planet.

### 3. Community Investment Plan & Green Community Investment Plan

In 2014 Sevenoaks Town Council (STC) set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Building on the success of that Community Investment Plan the second document in 2019 continued with the original 2014 plan and set out additional priorities for the next four years, which increased investment to £6.5m.

**The STC 2021 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.**

STC's Green Community Investment Plan (appendix to STC Community Investment Plan 2019 – 2023) brings together all of its climate change initiatives to publicise to and involve the local community and progress practical delivery under the following five themes:

Theme 1	Buildings
Theme 2	Transport & Movement
Theme 3	Making Sevenoaks Greener
Theme 4	Consumption
Theme 5	Information & Access to information

Public consultation on the Green Community Investment Plan took place during December 2021 and January 2022.

### 4. Bat & Ball Centre

The new Bat & Ball Centre was completed in December 2020 and used as an Asymptomatic Testing Centre for Covid up to June 2021. In July 2021 it was finally possible to have a celebration opening.

Despite different levels of public health restrictions during the year, the venue has already become very popular and is working well in accordance with its anticipated income budget. The new Bat & Ball Centre is as eco-friendly as possible.

- Rebuild instead of new build.
- Eco friendly and sustainable materials.
- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.
- Electric Vehicle Charging Point.





For all hall hire enquiries please contact: [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)

## 5. Bat & Ball Station Building

During the restoration of the Bat & Ball Station Building, Sevenoaks Town Council employed on contract a Heritage Engagement Officer responsible for delivering heritage activities as per Sevenoaks Town Council’s Heritage Lottery Fund (HLF) Activity Plan. This led to a team of volunteers engaging with the community, generating interest, researching the heritage of the building and station and managing the production of interpretation material.

The progress made was very successful and can be viewed within the Evaluation Report at [www.batandballstation.com](http://www.batandballstation.com). Unfortunately, the pandemic brought many of the activities and promotions to a halt and the Town Council has resolved to engage a new part-time person, initially for 12 months, to review and build on the original Activity Plan to progress the Bat & Ball Station project as originally planned. Funding from the HLF Earmarked Reserves will be used to cover the cost of the post.

The Station Building received the following award nominations and is featured in the Design Council’s publication ‘The Value of Design to UK Rail Infrastructure’.

2021	Constructing Excellence SECBE Awards - Finalist
2021	RIBA Journal McEwen Award – Long Listed
2021	AJ Retrofits Award 2022 – Short Listed
2021	Loo of the Year, Platinum Winner

## 6. The Mayoral Year & Civic Events

Once again, the Mayoral year has been affected by the Coronavirus Pandemic, causing many events to be cancelled or postponed.



The Mayor, Councillor Dr Merilyn Canet, was elected in May; attending the event in person were Linda Larter MBE, Town Clerk and Councillor Nicholas Busvine OBE, the outgoing Mayor. Councillor Mrs Rachel Parry, the incoming Deputy Mayor and other Councillors attended via Zoom.

The Mayor's chosen charity this year has been Multiple Sclerosis, and she has actively raised awareness about the charity during her term of office.

The Mayor is passionate about environmental issues and launched her 'Give it a Grow' campaign to encourage interest in gardening, support wildlife and help the community to protect the local green environment.

She also championed the 'Adopt a Tree' scheme and planted a variety of trees in various locations in the town.

The Mayor officially 'opened' a Bee Hotel on The Pound and Bug House at the Bat & Ball Centre to provide additional wildlife habitat.

The Mayor has visited many local schools during her year of office, encouraging the young people to take an interest in their surroundings and environment.

So far this year the Mayor has attended 115 events and other councillors have represented her at 15 events.

**Give it a Grow**  
and grow something you can eat and share

The aim this year is to support Mayor Cllr Dr Merilyn Canet and her green initiative to get more people interested in gardening, supporting wildlife and helping the community to protect the local green environment.

**The green initiative will have benefits for all the community**

Healthy Living  
Learning Together  
Wellness and Therapy  
Growing your Own  
Making new Friends  
Protecting our Green Spaces

**How you can Help**

Promote the Mayor's Green Initiative  
Encouraging more volunteers to get involved  
Help us start a 'Friends Group' for your local public open space/park  
Growing and planting edible fruit, vegetables, flowers and herbs  
Growing local = less food miles

**Sharing your Knowledge**

Arranging local groups in your road and neighbourhoods to garden together and celebrate nature  
Plant a tree/hedge to increase habitat and reduce pollution

**Want to Volunteer?**

If you want to volunteer please register with Sevenoaks Town Council via OSJ@sevenoakstown.gov.uk or 01732 459953 so that arrangements can be made for coordinating planting, clearing away debris, creation of Friends Group and anything else you may wish to contribute to the 'Give it a Grow' project.

**Sevenoaks in bloom**  
Sevenoaks town council  
01732 459 953  
council@sevenoakstown.gov.uk

## **Civic Events**

### **Armed Forces Day**

On 26<sup>th</sup> June, Westerham Sea Cadets raised the Armed Forces Day flag at The Vine in Sevenoaks. Prayers were led by Brigadier Ian Dobbie and the Exhortation was read by Miller Lang of the Royal Naval Association.

Present were the Deputy Mayor of Sevenoaks, Councillor Mrs Rachel Parry, fellow Councillors, Members of the Armed Services and residents.

The Deputy Mayor said: "Today, as for so many years, the United Kingdom's Armed Forces personnel are deployed around the world, often in dangerous and difficult conditions. They are holding other nations' humanitarian and peacekeeping efforts as well as protecting the United Kingdom and our support for them and their families is vital."

### **NHS Flag Raising**

On 5<sup>th</sup> July the Deputy Mayor of Sevenoaks, Councillor Mrs Rachel Parry, attended the raising of the NHS flag at The Vine in Sevenoaks, celebrating 73 years since the inauguration of the National Health Service.

The Deputy Mayor said: "Today is a very special day when we are able to demonstrate our thanks and show our appreciation and gratitude to our NHS heroes and to thank each and every one of our exceptional NHS workers, at all levels, for their care and commitment during the Coronavirus pandemic.

"Never since its inception on 5<sup>th</sup> July 1948 has so much been owed to our doctors, nurses, paramedics, other front-line workers and every other member of our NHS who works on our behalf.

"This 73<sup>rd</sup> Anniversary of the founding of the Health Service, has today become even more special as we can celebrate the recognition by Her Majesty the Queen, who has today awarded the George Cross to the NHS."



## Merchant Navy Day – 3<sup>rd</sup> September 2021

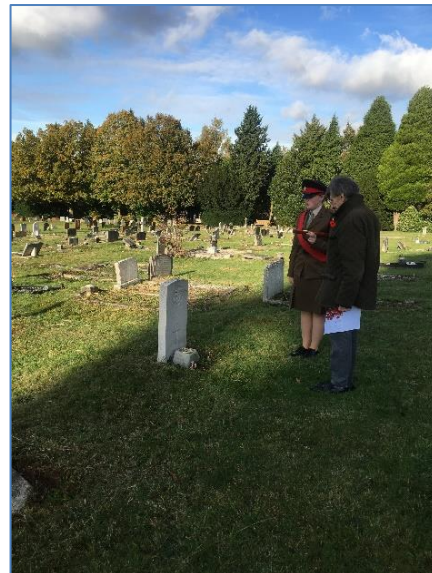
The Red Ensign flag was raised at The Vine on 3<sup>rd</sup> September to commemorate Merchant Navy Day. The Mayor of Sevenoaks, Councillor Dr Merilyn Canet, was joined by the Deputy Mayor and Councillors for the raising of the Red Ensign by the Westerham Sea Cadets. Prayers were read by Revd Canon Angus MacLeay from St Nicholas Church and Miller Lang from the Royal Naval Association read the Exhortation

The Mayor said: “It has been a privilege today to help raise awareness for Merchant Navy veterans and our support for the seafarers on which the United Kingdom depends by proudly flying the Red Ensign.”



## Armistice Day

On 11<sup>th</sup> November 2021 the Mayor, together with representatives from the Army Cadets, laid crosses on the War Graves at Greatness Park Cemetery. Prayers were conducted by Fr. Robin Jones, Vicar of St. John the Baptist Church. The service was attended by Town Councillors and members of staff.



## Remembrance Day

The Remembrance Sunday Service and Parade in Sevenoaks was held on Sunday 14<sup>th</sup> November at The Vine War Memorial. The Mayor and Councillors were present, together with contingents from the local cadets and youth groups. The Service was led by Revd Canon Angus MacLeay of St Nicholas Church, assisted by Father David Gibbons and Revd Dermot Thornberry. The Eynsford Concert Band played at the Service and rendered the Last Post. The Service was well attended and was also live streamed for those unable to be present.



## 7. Finance

In 2021-22, the Town Council approved a budget of £1,858,154. General reserves brought forward were £417,571 (2020-21 £383,872) and earmarked reserves were £1,352,955 (2020-21 £3,569,864, including Public Works Loan Board loan to finance Bat & Ball Centre).

The 2021-22 Town Council budget includes income of:

- £1,239,898 from the precept paid for by Sevenoaks domestic ratepayers (council tax).
- £557,482 from fees and charges on facilities and services such as hire of community halls, Business Hub, sports pitches, markets, cemetery, Café on the Vine, rents and leases and allotments.
- £60,774 from Council reserves (£39,700 to fund the No 8 Bus, and £41,075 to fund Bat & Ball Station Café during initial years of opening, offset by an increase of £20,000 revenue reserves).

The Council does not receive money from central government. As a result, it continues to be creative in the way that it funds and delivers services to the community. Capital projects for new and improved community facilities are funded from capital receipts, earmarked reserves and grants, where possible. Earmarked reserves brought forward included £668,597 capital receipts and £102,065 Community Infrastructure Levy (CIL) income received for specific activities and projects. This money goes towards the funding of approved capital projects including the new Bat & Ball Centre and the Business Hub.

Coronavirus lockdown and restrictions have impacted the Council's income streams, with some facilities closed in the spring, and restrictions affecting hire of halls in particular.

Despite the impact of Covid-19, we do not anticipate the Council's finances to be in a deficit position at the end of the financial year.

At the Council meeting held on 6<sup>th</sup> December 2021, Council approved a budget of £1,864,485 for 2022-2023. This will be funded by fees and charges of £528,922 (28%), a precept levy of £1,295,675 (70%), and a reserves transfer of £39,888 (2%) (£59,888 to fund Bat & Ball Station Café during initial years of opening, offset by an increase of £20,000 revenue reserves). For an average Band D house in Sevenoaks, the precept equates to £132.67 per year or £2.55 per week (an increase of £4.17 per year or 8p per week on 2021-22).

## 8. Sevenoaks Town Council's Grants to Voluntary Organisations

Sevenoaks Town Council continues to provide grants to local groups, who are invited to submit applications in August and January for consideration. The Council is also a major sponsor of the Stag Community Arts Centre and Sevenoaks Summer Festival.

Groups which have benefited from the Town Council Grants during the year 2021/2022 include:

Clean Up Sevenoaks Campaign	£639	Baby Umbrella	£500
Sevenoaks Three Arts Festival, Young Musician of the Year	£1,000	PS Breastfeeding	£450
Sevenoaks Literary Festival	£500	South East Open Studios	£250
Citizens Advice, North West Kent	£500	Stag Community Arts Centre	£5,000
Hi Kent	£1,000	We are Beams	£600
Sevenoaks Counselling	£1,500		

## Community Grants 2022/23

Would your community group benefit from a financial grant from the Town Council?



Visit: [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk) or contact [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk) for more info

Application forms to be sent to [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk) or  
Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG  
by 2<sup>nd</sup> Friday in August or 2<sup>nd</sup> Friday in January



## 9. Council Meetings

In April 2020 Government regulations were introduced to allow local authorities to hold meetings remotely. The regulations ended on 6<sup>th</sup> May 2021 and the Council returned to face-to-face meetings. However, in the light of high infection rates in Sevenoaks and work from home guidance issued by the Government in December 2021, the council agreed emergency measures (*Town Council Meeting 6<sup>th</sup> December 2021 – Minute 411 refers*) delegating authority to the Town Clerk to make decisions on behalf of the Council. This was carried out following online advisory meetings or working parties, or consultation with councillors by electronic means or telephone. Face-to-face meetings returned from 24<sup>th</sup> January 2022.

The following meetings/working parties took place in 2021/2022 and were livestreamed on YouTube. The number of views on YouTube are shown below.

Date of Meeting	Committee	View Count	Date of Meeting	Committee	View Count
06.04.2021	Planning	46	13.09.2021	Town Council	27
12.04.2021	Finance & General Purposes	36	20.09.2021	Planning	79
12.04.2021	Town Council	36	27.09.2021	Open Spaces & Leisure	34
26.04.2021	Planning	603	04.10.2021	Planning	322
04.05.2021	Annual Council Meeting	129	18.10.2021	Planning	22
10.05.2021	Planning	122	25.10.2021	Personnel	N/A
17.05.2021	Planning	N/A	01.11.2021	Planning	23
01.06.2021	Planning	36	03.11.2021	Youth Services	N/A
07.06.2021	Finance & General Purposes	21	08.11.2021	Open Spaces & Leisure	267
07.06.2021	Town Council	21	15.11.2021	Planning	21
14.06.2021	Planning	42	22.11.2021	Finance & General Purposes	20
21.06.2021	Community Infrastructure	23	22.11.2021	Town Council	20
21.06.2021	Town Council	23	29.11.2021	Planning	16
28.06.2021	Planning	31	06.12.2021	Town Council	40
30.06.2020	Youth Services	17	13.12.2021	Planning	30
05.07.2021	Open Spaces & Leisure	35	20.12.2021	Planning	18
12.07.2021	Planning	36	10.01.2022	Planning	438
26.07.2021	Planning	77	12.01.2022	Youth Services Committee	12
02.08.2021	Finance & General Purposes	20	17.01.2022	Finance & General Purposes	18
02.08.2021	Town Council	20	17.01.2022	Town Council	18
09.08.2021	Planning	32	24.01.2022	Planning	142
23.08.2021	Planning	38	31.01.2022	Community Infrastructure	15
06.09.2021	Planning	51	07.02.2022	Planning	28
08.09.2021	Youth Services	N/A	14.02.2022	Open Spaces & Leisure	55
13.09.2021	Finance & General Purposes	27	21.02.2022	Planning	12

It is noted that figures relate to the number of views, not individuals.

Most Council and Committee meetings take place on Monday evenings, occasionally on other days, and are listed on the Town Council website: [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk)

Agendas for meetings are available to view on the website from the Wednesday prior to the meeting.

Members of the public wishing to address a committee should notify the Town Council by 12 noon on the day of the meeting.

## 10. Sevenoaks Business Hub

The proposal to use the building formerly occupied by the Red Cross, at Bradbourne Vale Road, as a Business Hub had been part of Sevenoaks Town Council's plans for some time. The refurbishment began in November 2020 and, despite the additional challenges arising from the pandemic, was completed in June 2021, and formally opened by Sevenoaks Mayor, Cllr Dr Merilyn Canet in July 2021.



The building has been completely refurbished and provides flexible first-class business accommodation. While the primary use of the building is to provide good quality accommodation for Hub users, the Town Council's Finance department is also now housed in the building. So too is Sevenoaks District Chamber of Commerce, which is headquartered there.

The Hub provides five private, lockable, office pods which means that hirers can operate completely as if they had their own premises, leaving their IT and business papers etc. on site at all times.



In the open plan area there are 13 hot desks, which, as the name implies, means that hirers leave a clear desk each evening.

The facilities include:

- A meeting room for up to eight people
- High quality internet access
- Showers
- Kitchen/café area
- Informal lounge
- Free parking

Booking is extremely flexible with options from just half a day to a full month, and all bookings are renewable.

The Hub has attracted a range of users including a removal company, a recruitment company, property developers, IT security and a hospitality supplier. It is a great multi-purpose facility for any business seeking low-cost, flexible accommodation, or for those who now need to work from home but find that that solution does not work for them.

The Hub bookings are managed by the Chamber of Commerce, though hirers do not need to be a member to book space. It does, however, give hirers opportunities to take part in a network as the Chamber hosts its member's meetings on site.

For further information, hire rates and to make a booking online see:

[https://www.sevenoakstown.gov.uk/Sevenoaks\\_Business\\_Hub\\_40590.aspx](https://www.sevenoakstown.gov.uk/Sevenoaks_Business_Hub_40590.aspx).



## 11. Open Spaces and Leisure

### Allotments

Sevenoaks Town Council own and manage two allotment sites in Sevenoaks: Bradbourne Vale Allotments and Quaker's Hall Allotments.



An allotment is loosely defined as an area of land large enough for a family of four to feed themselves for a year. Historically, this has been a '10-rod plot' which equates to a modern measurement of around 250 square metres. If that is difficult to picture, then compare it with a standard tennis court which measures about 197 square metres. So, a full-sized plot is a large area!

Bradbourne Vale Allotments comprises 33 plots of varying sizes. The site is currently full, with a short waiting list, and because the site is so small plots don't often come up for rent.

Quaker's Hall Allotments is approximately 11.5 acres and has 250 plots, although this fluctuates as larger plots are usually split in half to make them more manageable.

Occasionally, 'half' plots are added back together as tenants wish to take on more space. The site is almost full, with the remaining vacant plots being a bit more of a challenge to bring back to full cultivation. It usually takes a very special gardener to accept that challenge, and these gardeners do exist as the pictures demonstrate!



This time last year we were talking about how *"... allotments suddenly became places of refuge, fresh air and permitted exercise during Covid-19 lockdowns, when our movements were otherwise restricted."*

The last 12 months have continued in much the same way: we still have a waiting list and enthusiasm for 'grow your own' doesn't seem to have waned, although the initial rush for plots has levelled out now that people have drifted back to working in offices rather than at home.

The trend for families and ladies to take on allotments continues, too. 46% of tenants across both sites are female (2021/22: 44%) and many more children are enjoying being on-site, learning about nature and gaining an early understanding of where their food comes from. Anyone interested in joining the waiting list should contact the Allotments Manager at [allotments@sevenoakstown.gov.uk](mailto:allotments@sevenoakstown.gov.uk)

## South & South East in Bloom Awards 2021

Various locations in the town were entered into the South & South East in Bloom, together with entries in the RHS desktop-judged Community Awards.

The outstanding results reflected the time and effort put in by the staff and volunteers who make these endeavours possible.

	Location	Judging	Category	Award
1	Sevenoaks Town Centre	Judge visit	Town Centre	Gold
2	Vine Gardens	Judge visit	Park	Gold and category winner
3	Upper High Street Gardens	Judge visit	Small Park	Gold
4	Sevenoaks Common	Judge visit	Conservation Area	Silver Gilt
5	Bat & Ball Centre	Desktop entry	Business	Silver Gilt
6	Bat & Ball Station	Desktop entry	Business	Silver Gilt and category Winner
7	Planting with Purpose	Desktop entry	Special entry award	Gold
8	Growing Your Community	Desktop entry	Special entry award	Silver Gilt
9	Southern Water Environmental Challenge	Desktop entry	Special entry award	Highly Commended





Sevenoaks Town Council is delighted that Sevenoaks Town Centre has been selected to represent our region in the 2022 RHS Britain in Bloom UK Finals in the BIDs, Town Centres & City Centres Town category.

## Summer Play Provision

Each year Sevenoaks Town Council hosts free summer play activities at a variety of locations around the town during the August school holidays.

### Family Fun Day

On 17<sup>th</sup> August, a Family Fun Day was held at Greatness Recreation Ground, commissioned by Sevenoaks District Council and delivered by Play Place.

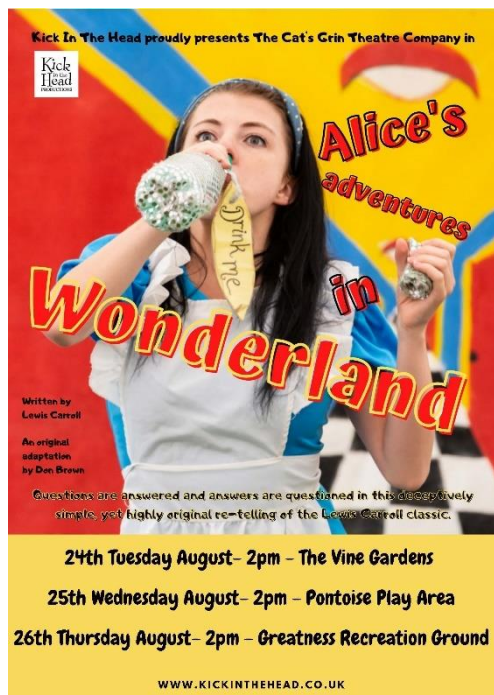
The fun and games, sports and arts and craft activities were provided by Play Place. Sevenoaks Town Council funded additional activities in the form of a magician and African Drumming.





## Alice in Wonderland

Sevenoaks Town Council commissioned three performances of Alice in Wonderland from Kick in the Head Productions.



Performances were held at Vine Gardens, Pontoise Play Area, and Greatness Recreation Ground and proved popular with families who were able to enjoy the fun and outdoor entertainment in the good weather.



## Hillingdon Rise and Julian's Meadow Play Area Refurbishment and New Equipment Project

Sevenoaks Town Council's goal is to create free spaces where children and parents can go to experience the outdoors and escape the rushed pace of life. The Town Council has a programme for refurbishment of play areas that it is responsible for.

In 2021, Sevenoaks Town Council was awarded grants totalling £80,000 by Enovert Community Trust for improvements to the play areas at Hillingdon Rise and at Julian's Meadow. The grants awarded by Enovert Community Trust will be used to update, refurbish and extend the play areas at each site.

The improved play areas and additional equipment will cater to a wider range of ages and abilities. The projects will commence in May 2022 and are scheduled to open in the early summer.

The Chairman of the Open Spaces and Leisure Committee, Cllr Nicholas Busvine OBE, said: "A very big thank you to the Enovert Community Trust for £80,000 grant funding. Wonderful news to end the year!"

## Greatness Cemetery

The cemetery continues to provide a popular and peaceful place for the bereaved.

In summer 2021 a large section of the paths at the rear of the site was resurfaced with Tarmac, including levelling a section under a large tree which was becoming a hazard, and installing new curbing to the Remembrance rose bed.

The Friends of Greatness Cemetery group will be launched later in 2022.



## Tree Planting



The **Adopt a Tree** initiative ran from June to December and allowed sponsors to celebrate special occasions and to remember loved ones through the gift of a tree in one of the town's iconic locations including Vine Gardens, Raleys Field and Knole Paddock, Judd's Piece and the newly inaugurated Bat & Ball Centre.

A variety of native species and fruit trees were planted including apple trees, Rowan, Hawthorn, Pin Oak and Amelanchier.



The twenty trees planted in late December 2021 will benefit the local environment and help to improve air quality whilst also providing homes for wildlife and insects. A similar initiative is planned for 2022.

## Sevenoaks Common

Approximately 300 saplings of Hornbeam and Blackthorn were planted in an area of ancient woodland in Sevenoaks Common thanks to Lloyds Bank volunteers.

The volunteering day, organised by Employee Volunteering, worked to plant understorey trees to thicken the boundary whilst also providing dense cover for small birds and mammals. This work continued the valuable work carried out by the Greensand Project volunteers two years ago, which saw the removal of invasive Rhododendron and Cherry Laurel. The trees were provided free of charge by the Woodland Trust.



## Bee and Bug Hotels

As part of the national initiatives to encourage wildlife and pollinators, Sevenoaks Town Council installed Bee and Bug Hotels at The Pound and at Bat & Ball Centre.

Children from Sevenoaks Day Nursery helped the Mayor open the Bug Hotel at Bat & Ball. After filling the hotel with twigs, pinecones and straw, the children scattered native wildflower seed balls into the wilderness section of the garden at Bat & Ball Centre. The hotel was donated by a local resident and carpenter.



## Vine Green Flag Award

In 2021, The Vine was re-accredited its Green Flag status. The Vine is among 2,127 parks and green spaces in the UK that received a prestigious Green Flag Award in 2021, as the scheme celebrated 25 years as the international quality mark for parks and green space

## Vine Gardens

During the second year of the pandemic, the town's green and open spaces continued to provide a lifeline for people to exercise and socialise outdoors. Our Open Spaces Team worked hard to ensure spaces were maintained, safe and an enjoyable environment.

The Vine Gardens, at the heart of the town, experienced a significant level of activity and our staff at the Café on the Vine worked hard to meet the demand and provide a safe and enjoyable meeting place. We were heartened to receive a lot of positive feedback, including the following from a local resident:

*"I write to express my appreciation and sincere thanks to you and the staff of The Cafe on The Vine..... the cafe was like an oasis in the social desert throughout lockdown and the dark winter days. The staff are always interested in your well-being as well as providing an efficient cafe service. A plastic screen may protect against covid but is no barrier to the*





*warmth and friendship of your staff..... The contribution made to the mental health of many people in Sevenoaks by the availability of The Vine Gardens and cafe and the opportunity they provided for safely distanced social contact through lockdown cannot be overstated!"*

The Vine Gardens are also a popular venue for events, which this year included a Vegan Market, Boxing4Parkinsons and Dementia Roadshow, Community Planting Day, Sevenoaks Lions' Beer Festival, WK Mind Skiffle Band, a free Alice in Wonderland summer show, a Silly Billy Funday, as well as the return of our Thursday evening and Sunday afternoon free music at the bandstand. The Vine Railings saw an exhibition and sale by Sevenoaks Art Club and the installation of knitted poppies to commemorate the end of World War II.

### **Roadside Advertising and Highway Banners**

The Town Council agreed to take over the responsibility for regulating road-side advertising within the town, which was previously a Kent County Council function. It also informally regulates the installation of posters at seven sites enabling advertising of local community events. Local interest groups pay a small fee to help cover the cost of administration of the scheme.

The Town Council enables local organisations to advertise via a highway banner, subject to terms and conditions, for a maximum period of two weeks. This restriction enables more local community members to advertise their events during the year. For more information contact: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

## **12. Sevenoaks Markets**

The challenges of lockdowns and restrictions did not deter the dedication of our Sevenoaks traders. By ensuring safety measure for themselves and their customers, traders were able to bring their goods and services to the markets.

The markets continue to grow and are well-attended by residents and members of the public. The regular stall holders were joined by many new traders offering an even greater variety of goods.

Sevenoaks Town Council manages the following Sevenoaks Markets:

- Wednesday Market next to the Bus Station 8am till 2pm
- Saturday Bligh's Market 9am till 4pm
- Saturday High Street Market 9am till 4pm
- Bligh's Christmas Market 9am till 4pm (each day in the week prior to Christmas)

## 13. Community Events



Sevenoaks Town Council works in conjunction with Sevenoaks Town Team and other organisations to provide an annual calendar of events. These events help to create community interaction, address loneliness and derive economic benefits for the area.

Our ability to hold events this year was impeded by the continuing restrictions arising from the pandemic.

However, we were very pleased to welcome back our free live music sessions on the bandstand at Vine Gardens

### Christmas Lights

Following a year off due to the pandemic, we were delighted to be able to bring back the traditional Christmas Lights Switch On event this year. With Father Christmas, fairground rides and games, festive characters, food and drink, stalls, shops opening late and fantastic live entertainment, it was a joyous family event.



The Mayor was joined by the panto cast to turn the lights on



The event drew a large number of residents to the town, with people being delighted to see the return of one of our most popular community events.

#### 14. No 8 Bus

In September 2020 KCC agreed to provide two years' funding and operate the No 8 bus. The purchase of an electric No 8 bus is within the Town Council's No. 1 Priority of addressing climate change. It is hoped that the Town Council will be able to submit a bid for funding to a future meeting of the District Council's Community Infrastructure Levy Board.



## 15. Town Twinning

Sevenoaks is twinned with Pontoise in France and Rheinbach in Germany. Both twinning associations continue to be supported by Sevenoaks Town Council. The Friends of Pontoise and the Friends of Rheinbach promote cultural understanding and exchanges, although sadly, no exchange visits could take place during this year.

The Town Council was pleased to support the Friends of Rheinbach in its fundraising campaign to assist the town of Rheinbach in its recovery from the devastating flooding in the summer.

## 16. Youth Provision

### Sevenoaks Youth Council

Youth Council meetings are held approximately every six weeks in the Town Council Chamber. Since its inception in 2009, the Youth Council has become increasingly involved in initiating and developing events for young people and raising issues of concern for young people in Sevenoaks. All young people aged 11 to 18 are welcome to attend.

As a result of the uncertainties arising from the pandemic in 2020, the holding of elections for a new Youth Council was postponed to 2021. In November we were pleased to welcome 14 young people who had been elected to the new Sevenoaks Youth Council for a two-year term: November 2021 to October 2023. Katie Willis was elected Chairperson. The Youth Council held its first meeting in November 2021 and took part in a workshop to share ideas and suggestions for Sevenoaks which will be developed into a two-year plan.



The Mayor welcomed the new Youth Councillors to their first meeting. She thanked them for giving their time to get involved with the community, emphasising that what they say and do as a Youth Council can help make a difference. She looked forward to hearing about the issues that concerned them and ideas for what they could do to make an impact.

Being a Youth Councillor is an opportunity to gain an insight into local democracy, to provide a voice for young people in our town, to work together and make a real contribution to your local community. If you are interested in joining:

- please visit: <https://www.sevenoaksyouthcouncil.com/>
- or contact: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

## House in the Basement Youth Café

The Youth Services Committee oversees the management and development of the House in the Basement Youth Café (known as HitB), now in its ninth year. It is a safe space for young people to relax, meet with their friends, make new friends, get information and advice, support with homework, and take part in a range of activities including music, art projects, chess, pool, board games and video games. Low-cost hot meals are available.



The new manager, Daren Mountain, is supported by casual staff and volunteers from Sevenoaks Area Youth Trust.

Following the third national Lockdown, the Youth Café re-opened in May 2021. Numbers were initially low but are steadily rebuilding.

HitB was delighted to welcome back songwriter-producer Adam Wedd, who provided a free song writing course for young people during the summer school holidays. The four-day course included learning how to write, record and produce your own song.



The re-establishment of the Tuesday Club for young people with Special Educational Needs has been particularly popular with young people and their parents.

*"The adults were absolutely lovely and made my two feel right at home. My son is very hyped at going again next week."*

*"My son was there this evening; he loves going every week."*

HitB is being promoted via schools' work, detached youth work and by partnering with other youth work agencies. In partnership with West Kent Housing Association, a visit to Bewl Water for canoeing, archery etc. took part during the February half-term.

### **Young Mentor Project**

HitB is working with Sevenoaks District Council on the Young Mentor Project and, as part of this, conducted a survey to record the impact of Covid-19 on young people, their lives and their hopes for the future.

In addition, a mini-Youth Festival has been organised at Greatness Skate Park on Wednesday 6<sup>th</sup> April from 11am to 4pm. This will include demonstrations from professional skateboard and BMX riders, competitions and workshops. A visit to the indoor Skate Park in Hastings is planned for the summer.

**The Youth Café is available for hire. For further information contact:**

[hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)



## **17. Planning**

### **Planning Committee**

The Planning Committee meets every two weeks to discuss planning applications submitted within the Sevenoaks town area, and a wide array of associated planning matters.

The Committee actively seeks to maintain and enhance the positive features of Sevenoaks town, while promoting sustainable growth to help maintain the long-term economic and social stability of the town.

Due to fluctuating health restrictions and government advice throughout the year, various formats of meeting were held. Regardless of the different formats of planning meetings, applications were still allocated to Councillors and details of planning applications considered were published in the normal manner and timescale. Members of the public were able to register to speak on an application at both the virtual and in-person meetings, or watch the livestream on YouTube.

- October 2020 – April 2021: planning meetings were held virtually via Zoom.



- May 2021 – 12<sup>th</sup> July 2021: virtual meetings were no longer permitted, with public health restrictions also preventing face-to-face meetings. Decisions and planning recommendations were therefore made via a ‘Working Party’ of the Council and signed off by the Chief Executive, with delegated authority under S.101 of the Local Government Act 1972.
- 20<sup>th</sup> July – 13<sup>th</sup> December: planning meetings resumed face-to-face and were open to the public. During this period, Councillors that attended virtually were able to take part in discussions but were not permitted to vote and not legally constituted as ‘present’.
- 20<sup>th</sup> December 2021 – 10<sup>th</sup> January 2022: planning meetings were held virtually in line with government advice. Decisions and planning recommendations were again made via a ‘Working Party’ of the Council and signed off by the Chief Executive with delegated authority under S.101 of the Local Government Act 1972.
- 24<sup>th</sup> January 2022 onwards: face-to-face meetings resumed following the lifting of public health restrictions on 19<sup>th</sup> January 2022.

### **Planning Applications**

During 2020/2021 the Town Council will have commented on circa 500 planning applications submitted within the Sevenoaks Town Council area, and has supported Sevenoaks District Council in its refusal of applications via a number of virtual and in-person representations at Development Control Committee.

The Town Council continues to monitor tree work applications in the area despite not being a consultee and will make representation when applications of concern are submitted.

### **Sevenoaks Town Neighbourhood Development Plan (NDP)**

A Sevenoaks Town Neighbourhood Plan Steering Committee has been arranged for 22<sup>nd</sup> March 2022, to be held at 6pm at the Town Council Chambers. This will be open to the public and will feature a full update to the Steering Committee of the NDP’s progress, current status, and next steps. To receive notification of future meetings and their Agendas and Minutes, please sign up via the following link: <https://sevenoaksndp.wordpress.com/contact-us/>

A Regulation 14 public consultation of the Draft Neighbourhood Plan was launched on 10<sup>th</sup> February 2020 and extended until 31<sup>st</sup> March 2020. The NDP Final Draft 2020 was then edited in line with responses, approved by the NDP Steering Committee and submitted on 7<sup>th</sup> April 2021 to Sevenoaks District Council (SDC) by NDP consultant Hugo Nowell of Urban Initiatives Studio. SDC launched a Strategic Environmental Assessment (SEA) screening opinion consultation to Statutory Consultees on 4<sup>th</sup> May 2021 with the date 16<sup>th</sup> June 2021 as deadline for comment. These Statutory Consultees were Historic England, Natural England and the Environment Agency. On 11<sup>th</sup> June 2021, Historic England responded with recommendation that the NDP requires a SEA, due to the formatting of the 13 sites that it supports for development appearing to be allocating them. Funding for this was sourced via Locality, who confirmed the application was successful on 3<sup>rd</sup> August 2021 and AECOM was appointed to complete the SEA. This has delayed the initial anticipated timeline for the NDP and as of February 2022, the SEA process is on-going.

Following talks with SDC and on their advice that allocating the sites would require extra work and increased delays, the NDP Final Draft 2020 was altered in order to remove doubt that the sites are not allocated. A summary of the edits made may be found via the following link, which also has a copy of the updated NDP Draft: [https://Sevenoaks Town Council NDP\(Final Dec 2021 Draft\)](https://Sevenoaks Town Council NDP(Final Dec 2021 Draft)).

This was not accepted by Historic England as sufficient, and further edits were made in line with Historic England's advice. These included the removal of guidance on potential development quantum and densities on the 13 sites that the NDP supports for development. Should these have been retained, the NDP would not be accepted by the District Council without significant further investigation and delays. These changes were approved by the Planning Committee (Working Party) on 10<sup>th</sup> January 2022 and the full report and copy of the changes made can be viewed via the following link: <https://sevenoaks/2022/01/sevenoaks-town-council-ndp-update-and-changes-approved-at-planning-cttee-10-01-22.pdf>

A copy of the Final SEA Report is expected to be received by the end of February, when it will be reviewed by the Planning Committee and then forwarded by AECOM to Statutory Consultees for five-week consultation. Following the consultation period, an NDP Steering Committee meeting will be arranged for members to receive and discuss both the feedback from Statutory Consultees and AECOM's recommendations on strengthening policy wording. This is expected to be arranged for April 2022, and either the existing draft approved by the Steering Committee, or edits to be made agreed upon and an additional Steering Committee arranged.

The Steering Committee and Planning Committee intend to sign off the final NDP draft during April/May 2022. It will then be submitted for a statutory programme conducted by SDC concluding in a referendum for the residents of Sevenoaks.

For more information, please email [planning@sevenoakstown.gov.uk](mailto:planning@sevenoakstown.gov.uk). Alternatively, please visit <https://sevenoaksndp.wordpress.com/blog/>, which posts periodic updates on the NDP and may also be subscribed to for notifications on new posts. Future meetings will be announced via this blog, and Agendas uploaded on the Town Council website via the following link: [https://www.sevenoakstown.gov.uk/Town\\_Neighbourhood\\_Plan\\_Steering\\_Committee\\_22007.aspx](https://www.sevenoakstown.gov.uk/Town_Neighbourhood_Plan_Steering_Committee_22007.aspx)

## 18. Sevenoaks Town Team

Established in 2011, Sevenoaks Town Team is a Sevenoaks Town Council initiative bringing together a wide range of people from the local community to establish Sevenoaks as a prosperous and vibrant place to visit, shop and do business. Cllr Andrew Eyre, Chief Executive of the Stag, is Chairman of the Sevenoaks Town Team.



Contact [townteam@sevenoakstown.gov.uk](mailto:townteam@sevenoakstown.gov.uk) for further information and details of events.

## Town Team Projects 2021

### Pop-up Market

As Covid restrictions began to be lifted the Town Team worked on schemes to re-open the town centre. The principal plan was to run a pop-up market at Buckhurst Place providing retailers and market traders an opportunity to do business in the open air. It was also intended that the owners of cafes and restaurants who could not comply with Covid rules would take advantage of an open-air seating area.



The designated market area was in Buckhurst 1 car park and an area equivalent to about five car parking spaces was dressed with artificial lawn, planters and bench café tables. Sevenoaks District Council 'donated' the area for which no charge was made. In a short space of time the area became well used by members of the public.

All relevant town centre businesses were visited to explain the opportunity and to invite participation. All existing market

holders were also invited. So too were market traders from Tonbridge Saturday market and farmers' market.

Uptake for market stalls was disappointingly poor with the main factors being:

- The weather, which was appalling.
- Full time traders having an existing diary of markets in other towns.
- Part time traders not having enough stock and most commonly being unavailable due to childcare commitments.
- Local businesses with premises being unable to staff both their business and a market stall.

However, there was almost universal appreciation among Sevenoaks businesses that had been visited that the Town Team/Council was making the effort to re-open the town.

## Vegan Markets



A very successful outcome from the establishment of the temporary market was the introduction to Sevenoaks of a Vegan Market run by Vegan Markets UK.

This was a one-day market which featured about 25 stalls selling not just vegan food but vegan cosmetics, jewellery, clothing etc.

It was heralded by The Town Crier and opened by the Mayor who commented: "With the huge growth

in vegan interest we are so pleased to be able to offer such a vast range of products to local people. The market has been organised by Sevenoaks Town Team which is working hard to revitalise Sevenoaks post-lockdown. By promoting vegan shopping this will also help grow awareness and the local vegan shops which are now emerging."

Encouraged by the outcome of the Vegan Market another event took place on 13<sup>th</sup> November in the Vine Gardens. To add to the atmosphere, arrangements were made with The Listening Room to provide entertainment on the bandstand.

Such was the popularity of these markets that a further Vegan Market is planned for 9<sup>th</sup> April 2022, which will again be held in Vine Gardens

## Plastic Free Sevenoaks



World Refill Day took place on 16<sup>th</sup> June. The event was promoted by Town Team using a mix of social media and posters. There are presently 25 locations in Sevenoaks where one can refill a water bottle for free or obtain a discount when buying coffee if one has a re-useable cup.



## Town Trails

At Christmas 2020 a town trail was introduced for the first time. This is an updated version of a treasure hunt, designed for children and families to encourage them back to the town centre to visit a variety of shops and businesses.



During the 2021 school summer holidays another town trail was organised and 54 unique users entered. When including parents and siblings, that figure translated to about 175-200 people.

The third Town Trail was organised for Christmas 2021 when the numbers increased to 266 participants. Warners Solicitors sponsored the event.

## Stag Town Takeover

Aimed at encouraging people to return to the town centre, this event was jointly organised by The Stag, Sevenoaks Town Council and the Town Team. In essence, entertainment was provided throughout the town centre during late August and early September. The scheme worked well and will be repeated in 2022.



## Sevenoaks Business Show



The show was held for the first time at the Bat & Ball Centre on Wednesday 22<sup>nd</sup> September. Though exhibitor bookings were originally slow the event was sold out. There were 33 exhibitors and eventually a waiting list of two more. The main hall was full to capacity and for future shows consideration will have to be given to using the centre for exhibition space only and without speakers.



The event was opened by Alfie Best, businessman and philanthropist, who also gave a presentation, followed by Thackray Williams, Social Fireworks and Go-Coach. Go-Coach provided a free shuttle bus service for the day.

## Sevenoaks Business Awards

The 2020 and 2021 events were cancelled because of Covid. Plans are being put in place for the Awards Evening to take place once again on 10<sup>th</sup> June 2022.

## Public Realm

The Town Team has improvements and enhancements to the public realm firmly in its sights.

A recent example of how such changes can be brought about is the refurbishment of the old red High Street phone box outside HSBC. The box was very dilapidated and, following investigation, it was discovered that it had been adopted by The Friends of Water Search and Rescue with the intention of installing a defibrillator (AED). The project had stalled through a lack of funding.



The Town Team facilitated the restoration by obtaining the help of members of Sevenoaks Round Table who undertook the work to the box. The materials were funded by Sevenoaks Town Council. Sponsorship donations have now been secured to fund the installation of the AED and the project should be complete in Spring 2022.

The Town Team is now working with Sevenoaks District Council and our Kent County Councillor to identify and find ways of enhancing the ambiance of the town centre. The following quote relates:

*“Well planned improvements to public spaces within town centres can boost commercial trading by up to 40% and generate private sector investment ... and increase footfall by 10%.”  
(CABE)*

## 19. Summary

The Town Council is committed to continue delivering, protecting and enhancing community facilities, and providing good quality facilities and a vibrant environment to ensure it is a town where residents want to live, businesses prosper and which attracts visitors.

**There are many opportunities for residents to be involved in Town Council activities and help to make Sevenoaks a more sustainable and thriving community. All you need to do is to get in touch with us – please see the front page for contact details.**



## SEVENOAKS TOWN COUNCILLORS 2019 - 2023

Town Councillors 2019-2023		Functions & Facilities Provided by Sevenoaks Town Council	
NAME	PARTY		
<b>EASTERN WARD</b>			
Cllr A S Clavton	Liberal Democrat		
Cllr T C Morris Brown	Liberal Democrat		
Cllr E T Waite	Liberal Democrat		
<b>KIPPINGTON WARD</b>			
Cllr A Eyre	Conservative		
Cllr R J Parry	Conservative		
Cllr R L Piper	Conservative		
<b>NORTHERN WARD</b>			
Cllr Dr J M Canet	Liberal Democrat		
Cllr V Granville-Baxter	Liberal Democrat		
Cllr C E Shea	Liberal Democrat		
<b>ST JOHNS WARD</b>			
Cllr S Camp	Liberal Democrat		
Cllr R M C Hogarth	Conservative		
Cllr S G Raikes	Conservative		
<b>TOWN WARD</b>			
Cllr K P Bonin	Conservative		
Cllr N J L Busvine OBE	Conservative		
Cllr Lise Michaelides	Liberal Democrat		
<b>WILDERNESSE WARD</b>			
Cllr Mrs R E Parry	Conservative		
<p>To contact a Sevenoaks Town Councillor, please use the following email format: Cllr.surname@sevenoakstown.gov.uk</p> <p>i.e. To contact Councillor Piper, the email address would be: Cllr.piper@sevenoakstown.gov.uk</p>		<ul style="list-style-type: none"> <li>• ALLOTMENTS (<i>Bradbourne Vale Road, Quaker's Hall Lane</i>)</li> <li>• ARMED FORCES DAY TOWN SUPPORTERS</li> <li>• BAT &amp; BALL CENTRE</li> <li>• BAT &amp; BALL STATION BUILDING</li> <li>• BETHEL ROAD BURIAL GROUND</li> <li>• BRITAINS COMMON</li> <li>• BRITAINS LANE WOOD</li> <li>• BUCKHURST LANE PLAY AREA</li> <li>• BUSINESS HUB</li> <li>• BUS SHELTERS (<i>Dartford Road x1, Bradbourne Vale Road x2, London Road x2, Tonbridge Road x1</i>)</li> <li>• CAFÉ ON THE VINE</li> <li>• CHRISTMAS ILLUMINATIONS</li> <li>• CIVIC FUNCTIONS</li> <li>• CONSULTEES (<i>Planning, Highways, etc.</i>)</li> <li>• FREE SUMMER CONCERTS / VINE BANDSTAND</li> <li>• GRANTS TO LOCAL ORGANISATIONS</li> <li>• GREATNESS PARK CEMETERY</li> <li>• GREATNESS RECREATION GROUND &amp; PLAYGROUND</li> <li>• THE GREEN, HILLINGDON RISE</li> <li>• HANGING BASKETS</li> <li>• HILLINGDON RISE PLAY AREA</li> <li>• HITB (HOUSE IN THE BASEMENT) YOUTH CAFÉ</li> <li>• HORSE TROUGHS (<i>Old Police Station, Rheinbach Gardens, St Botolphs Road</i>)</li> <li>• INFO-PODS &amp; DIGITAL DISPLAY SCREENS</li> <li>• JUBILEE CLOCK (<i>Old Market House</i>)</li> <li>• JUDD'S PIECE</li> <li>• JULIANS MEADOW &amp; PLAYGROUND</li> <li>• KIPPINGTON MEADOW</li> <li>• LAND AT: <ul style="list-style-type: none"> <li>○ <i>Letterbox Lane</i></li> <li>○ <i>Littlewood</i></li> <li>○ <i>Tonbridge Road</i></li> </ul> </li> <li>• LITTER BINS AND GRIT BINS</li> <li>• MARKETS</li> <li>• MASTERPLAN FOR NORTHERN SEVENOAKS</li> <li>• MIDDLINGS WOOD (part)</li> <li>• MILLPOND WOOD</li> <li>• MOUNT CLOSE OPEN SPACE &amp; PLAYGROUND</li> <li>• MUGA (<i>Multi Use Games Area</i>)</li> <li>• NEIGHBOURHOOD DEVELOPMENT PLAN</li> <li>• ORBITAL NO 8 BUS</li> <li>• PLANTERS (<i>The Shambles, Dorset Street, Pembroke Road, London Road, Buckhurst Lane</i>)</li> <li>• PONTOISE CLOSE OPEN SPACE &amp; PLAYGROUND</li> <li>• THE POUND, POUND LANE</li> <li>• PUBLIC SEATS IN VARIOUS LOCATIONS</li> <li>• PUBLIC TOILETS (<i>The Stag, The Vine, Lower St John's</i>)</li> <li>• RALEYS CAR PARK</li> <li>• RALEYS &amp; KNOLE PADDOCK</li> <li>• RHEINBACH GARDENS</li> <li>• SEVENOAKS COMMON</li> <li>• SEVENOAKS TOWN TEAM</li> <li>• STAG COMMUNITY ARTS CENTRE</li> <li>• STREETLIGHTS IN SOME UNADOPTED ROADS</li> <li>• TOWN COUNCIL OFFICES / CHAMBER – <i>Available for hire – meetings, conferences etc.</i></li> <li>• TWINNING WITH PONTOISE AND RHEINBACH</li> <li>• UPPER HIGH STREET GARDENS</li> <li>• VINE CRICKET GROUND &amp; PAVILION</li> <li>• VINE GARDENS <i>including Public Toilet &amp; defibrillator</i>)</li> <li>• VINE WASTE</li> <li>• WAR MEMORIAL</li> <li>• WARREN CLOCK (<i>above Brewers</i>)</li> <li>• WHITE HART BEECHES</li> <li>• WOODSIDE ROAD OPEN SPACE</li> <li>• YOUTH COUNCIL</li> </ul>	

Town Clerk / Chief Executive  
Deputy Town Clerk

Linda Larter MBE  
Ann White

[townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk)  
[dtc@sevenoakstown.gov.uk](mailto:dtc@sevenoakstown.gov.uk)

The Town Council or its committees meet on most Monday evenings at 7pm and members of the public are welcome to attend. For further details of the meetings please contact the Town Council Offices - 01732 459953;  
[council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk) ; [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk)



Registered number: 07090305

Charity Number: 1137420

---

**STAG COMMUNITY ARTS CENTRE  
(A company limited by guarantee)**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

<b>Contents</b>	<b>Page</b>
General information	1
Chairman's Statement	2-7
Trustees Report	8-18
Independent Auditor's Report	19-22
Consolidated Statement of Financial Activities	23
Consolidated Balance Sheet	24
Charity Balance Sheet	25
Statement of Cash Flows and Consolidated Statement of Cash Flows	26
Notes to the Financial Statements	27-39

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

**General information**

**Trustees**

Nicholas Busvine OBE, Chairman

Keith Bonin

Sue Camp

Merilyn Canet

Tony Clayton

Victoria Granville-Baxter

Roderick Hogarth

Rachel Parry

Richard Parry

Robert Piper

Simon Raikes

Claire Shea (Vice-Chairman)

Edward Waite

**Company registered number**

07090305

**Charity registered number**

1137420

**Registered Office**

London Road

Sevenoaks

Kent TN13 1ZZ

**Bank**

Natwest plc

67 High Street

Sevenoaks

Kent TN13 1LA

**Auditor**

Crowe U.K. LLP

Riverside House

40-46 High Street

Maidstone

Kent ME14 1JH

---

**STAG COMMUNITY ARTS CENTRE**

**(A Company limited by guarantee)**

**CHAIRMAN'S STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2021**

---

And we all thought it would be over by Christmas. For a second year, The Stag's annual report to you and to the Charity Commission has been administratively affected by the commercial and operational limitations imposed by the pandemic and the restrictions put in place by the Government, which have continued to affect all of our lives. I and the trustees of The Stag send our best wishes and thanks to all of our loyal supporters and, where the impact of Coronavirus has been extreme or on-going, we send our condolences to you and your families and friends.

I took over as Chairman of Trustees for The Stag in September 2021 and I want to express my and the Board's heartfelt thanks to Simon Raikes who successfully steered The Stag for nine years, building firm commercial and administrative foundations that have stood us in good stead as we have weathered the pandemic storm. Simon continues as a Trustee on the board and I look forward to drawing on his advice in my new role.

The Stag, along with all theatres and cinemas was shut down in March 2020 and then only re-opened fully again in July 2021. This report covers the financial situation between 1st April 2020 and 31st March 2021, but it would be wrong for me not to comment on our activities later in 2021.

The staff, led by Andrew Eyre, rose to the Covid challenge and worked incredibly hard to keep in contact with our theatre and Plaza hirers during lockdown, which meant we had entertainment and shows in the pipeline ready to go when we were allowed to re-open. Many of our 2020 shows were re-booked four or five times during the pandemic and are now successfully going ahead in 2021 and into 2022.

I want also to thank our ticket buying public – so many of whom generously donated ticket money to support The Stag rather than take refunds on cancelled shows. It was a testament to the level of local support for the Stag that so many of those donors told us that they were determined to try to keep arts and culture alive in Sevenoaks. Most importantly, the staff and the management team worked unrelentingly to keep the building and its equipment ready to re-open when Government guidelines allowed. The cinemas re-started in July 2020, followed by the theatre in September. With the upsurge in cases and renewed lockdown, everything was again shutdown in November 2020 before finally re-opening in July 2021.

After initial concerns that video streaming services would replace first showings in cinemas, the cinema distributors thankfully opted to release all of their biggest films theatrically to cinemas including, finally, the latest Bond film 'No Time to Die' at the end of September 2021. Whilst this has become The Stag's biggest seller of 2021-2022, ticket sales are still 25% lower than for the last Bond film ('Spectre'). This reflects the slow and cautious public return to theatre and cinema (and other hospitality venues) across the country and represents a continuing danger signal to the people of Sevenoaks about The Stag's long term viability. The simple truth is that all hospitality venues – and The Stag is no different – need the support of people visiting and buying tickets if they are to keep going.

I want to tell you about a local hero who selflessly worked for The Stag and the people of Sevenoaks. Throughout the Summer and Winter, our pantomime producer Jamie Alexander Wilson worked at the Covid testing centre at the Council's Bat & Ball Centre. In addition, working closely with the Town Council Chief Executive Linda Larter, he put together fundraising concerts for The Stag in the sunshine of the Summer of 2020 with hugely successful "Live on the Vine" shows. As if that wasn't enough, Jamie followed this up with a series of excellent concerts in the theatre under the title of "It's time to come back inside". Thousands enjoyed the Vine concerts and several of the theatre concerts were sold out (within the confines of the restricted attendance dictated by the Government) and they only stopped because of the restrictions which closed us in November and over Christmas.

---

**STAG COMMUNITY ARTS CENTRE**

**(A Company limited by guarantee)**

**CHAIRMAN'S STATEMENT**

**FOR THE YEAR ENDED 31 MARCH 2021**

---

With the help of The Stag and Government funding, Jamie put together and transmitted live online performances of 'Jack (and the two metre) Beanstalk' – a technical first for The Stag - which, despite some technical problems provided an excellent at-home Christmas entertainment for around 7,000 locked down residents stuck at home. I am delighted to report that this year we return to full-scale pantomime with 'The Pirates of Treasure Island'. In December 2022, we will be treated to a special pantomime version of 'Alice in Wonderland'. And, after being disrupted last year, we will see a full and re-vamped 'Jack and the Beanstalk' on stage at The Stag in December 2023. Whilst putting together 'Jack and the Two metre Beanstalk', Jamie also worked with The Stag and Kent County Council to produce a live televised online pantomime themed public information show 'Hans Face Space'. This specially written piece helped to reinforce messaging around the need to reduce Covid transmission while vaccination was being introduced and gathering pace across the county. I want to thank him, the officers at the Town Council, the District Council and most importantly the many people of Sevenoaks and beyond who have supported The Stag and whose efforts have meant we have stayed open providing entertainment, arts and culture in Sevenoaks – the underlying aim of our charity.

I also wanted to comment on the Stag Youth Theatre's work during the pandemic. The Youth Theatre offered the opportunity to many young people in Sevenoaks to write and stage short plays at the end of October 2020, before the new shutdown regulations came into force. In the event, we saw eleven brilliant and very moving short plays. This provided a valuable creative outlet for a group of young people who had been unable to attend school or socialise directly with friends for so long.

The pandemic and associated lockdowns meant that The Stag was closed for most of the financial year. For an organisation that depends on live attendance at its theatre and cinemas, this meant a year without income. Survival has been The Stag's overarching priority. I want to congratulate Andrew Eyre, the Chief Executive, the senior management team and all the staff for their brilliant work in sourcing desperately needed grants and donations from numerous sources. The most important source of support by far has been the input from central Government in the form of the Coronavirus Job Retention Scheme and the Culture Recovery Fund (also called the Arts Council Fund in these financial statements). Together from these two sources, The Stag was awarded grants from central Government of more than £930,000 which spanned from the start of the pandemic right through to September 2021, of more than £930,000. This meant that we were able to avoid redundancies, keep our skilled workforce together, maintain and also invest in the refurbishment of equipment and infrastructure of The Stag to make us more viable, enabling us to look with more confidence to the future.

During the Summer of 2020, and in the months before the Government grants were made available, the people of Sevenoaks also rallied in response to the 'Save Our Stag' SOS campaign. Our public appeal to raise £60,000 surpassed that total, reaching more than £75,000. We also saw phenomenally generous support from our local Town Council with its grant of £125,000 and Sevenoaks District Council's grant of £25,000. It was this generosity direct from the people of Sevenoaks who made it possible to keep The Stag alive until the Government's Culture Recovery Fund became available. I particularly want to reiterate Simon Raike's personal thanks to every individual and group who so kindly donated individual sums ranging from £1 to £2,500 over the last year or so. All in all it was an amazing collective, community effort.

When we set out to re-invigorate The Stag in 2009, we promised to keep ticket money safe and secure. While the awful circumstances of the pandemic were unforeseen, that promise we made as Trustees has been kept. In a complex box office operation, we returned more than £250,000 to hirers and ticket holders during the financial year 2020-2021. During that process many people have generously donated the value of tickets they had with us to see performances cancelled as a result of the pandemic. Every pound donated to The Stag means a better chance of survival – and the continued provision of theatre shows, cinema and meeting facilities to the people of Sevenoaks and beyond, which is our charitable commitment to the people of Sevenoaks.

---

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

**CHAIRMAN'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

<b>Donations made to The Stag</b>		
Government (theatre)	£444,395	(plus £211,908 in 2021-2022)
Government (Furlough Scheme payments)	£209,402	(plus £65,275 in 2021-2022)
Sevenoaks Town Council	£125,000	
Public Appeal	£75,000	
Ticket refund donations	£29,000	
Live on the Vine	£10,500	
Plaza Doors	£9,900	(Theatres Trust & Enovert Grants)
Government (cinema)	£9,800	
Gift	£2,000	
Friends of Stag	£2,500	
HMRC Gift Aid	£6,000	
Sevenoaks District Council	£25,000	

The generous theatre grant from the Government's Culture Recovery Fund has an underlying aim to improve our facilities to try and ensure the long-term survivability and viability of The Stag. With this in mind, the staff have been working very hard on numerous projects to improve the experience visitors and hirers receive at The Stag. I am glad to see that the toilets to the theatre and cinema have been updated. But we have also seen a host of other behind the scenes improvements.

Our computer wiring and the way in which our systems communicate internally has evolved over 20 years and hasn't always worked as we would like. This has left our staff struggling to work efficiently. I am pleased to report that we have now replaced the old system with 2.5km of new cabling and state of the art controlling software. This also means that we have effective WiFi in all of our spaces, resulting in a much improved service for both our customers and our hirers.

The Limelight Meeting Room now has its own self-service coffee corner, full audio/visual facilities and WiFi which means you can now hold a meeting of up to 16 people in the centre of Sevenoaks. We have re-vamped the Plaza with new equipment, new lighting, a full theatrical blackout (helpful whether you are in a performance or a meeting) and a cool new look.

Looking back to our pre-pandemic year 2019-2020, I am reminded of just what The Stag is capable of delivering in support of our local community - which, of course, is at the heart of what our charity aims to do. It is always worth reminding ourselves that when we took over The Stag in 2009 from its fourth bankruptcy, we set out to use an underlying commercial model to enhance the viability and delivery of cultural facilities to the community of Sevenoaks and surrounding villages. Our performance in the period before Covid struck was, in many ways, an affirmation of a strategy that generated a ten-year success story for The Stag.

The enforced closure of The Stag as a result of the pandemic therefore came as a cruel blow. Thanks to the local community and central government support, we have weathered the immediate Covid storm. As we hopefully emerge from this global health crisis, our overriding aim will be to reinvigorate the successful business model that has served us so well, while retaining the managerial flexibility to respond to any lasting changes in social behaviour that the Covid crisis may have engendered. I am glad to report that in 2021 we returned to providing our mix of first-run film release films for everyone, young or old, family or adult. In particular, of course, we are proud that more than 85% of the films we showed were aimed at families or at those who want to explore more challenging and sophisticated artistic themes.

---

## STAG COMMUNITY ARTS CENTRE

(A Company limited by guarantee)

### CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2021

---

Our cinema sales up to March 2021 were hit badly by lockdown closure, restricted capacity and inevitable reluctance by some to venture out. However, we opened as soon as we were allowed and provided a safe venue and much needed release from the confines of home for people and families of all ages. The latest Trolls film (your children will know!) was re-released after its original run was interrupted by the March 2020 lockdown announcement. In addition the long-awaited Christopher Nolan film 'Tenet' was happily released exclusively to cinemas – and we gave people the opportunity to see it for more than thirty days. We also showed a wide mix of films enjoyed by small audiences – with the financial losses we suffered covered – as intended – by the Government's survivability funding.

The theatre and Plaza were closed for most of the year with the numerous events originally planned moved and moved again to find dates when the groups were available and (we hoped) theatres would be allowed to re-open. A key activity was the safe and successful continuation in our large spaces of youth activities by the Stag Youth Theatre. I want to thank Simon Cossons for his outstanding work in providing a physical, mental and creative outlet for so many young people during this difficult period. We also provided an outlet for dance with zoom dance classes for young people run from the Plaza.

The year of this report (2020-2021) was one of necessary commercial frustration as the health of everyone took precedence. We worked hard to open when we could and we will continue to work hard to remain open in the longer term as things return to normal. Our aim will be to re-constitute the long term growth trend established pre-pandemic by concentrating, as we have always done, on providing entertainment for the people of Sevenoaks and making available theatrical facilities for our community and our community users.

Our policy has always been and will continue to be to put any available funds back into the business and the building with the continued aim of keeping The Stag going and improving its services for the long-term.

	2021	2020
Turnover	£1,027,453	£1,115,571
Net income (before transfers)	£84,170	(£1,497)
Contribution to Project Reserves	£80,000	£Nil
<b>Operating Surplus / (Deficit)</b>	<b>£4,170</b>	<b>(£1,497)</b>
Funds at 31 March 2021	£375,705	£291,535
Available Project Reserve funds after ongoing commitments for improvements to the building	£223,259	£143,259

Thanks to the donations made so generously by the people of Sevenoaks and through the Culture Recovery Fund, we have been able to complete the following projects:

- The Stag Plaza refurbished with new equipment, new doors and re-decoration.
- Refurbished and replaced the foyer toilets, upper foyer toilets and the basement ladies toilet
- Refurbished the Limelight Meeting room with A/V equipment and coffee facilities
- Upgraded our foyer and upper foyer marketing displays to digital screens
- Installed WiFi throughout the building
- Re-wired the computer network
- Made some longstanding building repairs and improvements
- Replaced the last of the 1984 and 1991 worn out carpeting



---

## STAG COMMUNITY ARTS CENTRE

(A Company limited by guarantee)

### CHAIRMAN'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2021

---

Our developing Stag Arts Festival was a casualty of closure in 2020, but successfully returned in September 2021 with dance, drama, film and musical with Peter Pan. Our third Festival for 2022 is already being planned.

The Stag is one of the features that makes Sevenoaks such an interesting and unique town for us all. The Stag's reputation as a community arts facility with a broad offering continues to spread. Throughout 2020 and into 2021 we worked hard to stay in close touch with all of our hiring companies, moving their events to new dates so that we had a ready-made performance schedule when we reopened in May 2021. New dance schools, performing arts schools and drama companies continue to contact us to perform at The Stag with its large stage and large backstage areas and flexible Plaza space. We also saw the Stag Youth Theatre (SYT) stage their latest premiere performances of their professional and ground-breaking Film in a Week. These are written, directed, performed and filmed by members of SYT under the guidance of the multi-talented Simon Cossons. He continues to be a very welcome technical and creative star at The Stag and a valuable cultural asset for Sevenoaks.

The other half of that creative partnership which has provided so much support to The Stag over ten years saw Jamie Alexander Wilson using his knowledge, flair and contacts to put on the successful Live on the Vine concerts which raised £10,500 in support of the survival of The Stag and provided paid work for West End theatre stars many of whom had not worked throughout 2020 and 2021.

Youth activities and community support are central planks of what The Stag does in Sevenoaks. I welcome you to study this annual report for 2020-2021 and very much hope that you will again return to visiting The Stag to see the many music, drama, dance and other events in the theatre, our cinemas and the Plaza which are already booking into our schedules for 2022 and 2023.

Although my report relates to the year 2020-2021, we continue to operate in extraordinary times and I make no apology for drawing attention to this. I must reiterate Simon Raikes's comments last year about the amazing job that Andrew Eyre and his excellent team have done and for the way they have responded and continue to respond to the unprecedented circumstances that have engulfed us all. One of the successful outcomes of Government intervention – the furlough scheme - has meant that Andrew was able to retain that team intact and ready for the re-start of operations.

You have seen the phenomenal level of grants Andrew's team managed to secure. Applying for these is not the work of a moment, they involve a huge amount of time in completing the necessary forms and formulating a compelling case for support. The team made and kept The Stag covid-secure, creating new procedures so that The Stag always followed Government guidelines - for our staff and our customers when we opened in the Summer of 2020 and then reopened in May 2021 - keeping everyone safe throughout.

This activity fell on top of the normal day-to-day accounting, maintenance and other functions so that we were ready to open the cinema in July 2020 and the theatre in September 2020 even though so many of the normal team weren't allowed to work normally as they were under the protection (and limitations) of the Government's CJRS (furlough) scheme.

**My predecessor, Simon Raikes promised that we would re-open and we kept that promise. I aim to continue to keep us open and delivering for the people of Sevenoaks and the local area for the long term.**

Finally, I would like to acknowledge the active and continued support of Laura Trott MBE, our Member of Parliament. She continues to be in regular contact with The Stag to understand the issues relating to The Stag's operation and commercial viability. She has worked hard behind the scenes in Government to ensure that support was forthcoming to the constituency arts sector and raised the issue in Parliament – specifically mentioning The Stag Theatre as an example.

---

**STAG COMMUNITY ARTS CENTRE  
(A Company limited by guarantee)**

**CHAIRMAN'S STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2021**

---

We continue to operate full-time showing the latest films, specialist Stag Select performances such as drama, opera, musical theatre and cultural documentaries and multiple varied theatre, dance and music performances.

But I must conclude that we continue to face a real challenge. Operating full-time means full cost and, in this early stage of our recovery, The Stag's operating income from its activities is not yet sufficient to cover operating costs and there is a continued reliance upon donations and grants. As Christmas approaches, now is the time to support your local theatre and cinema (and your local pub and restaurant) by buying tickets and helping us all to survive, generate the buzz around town we had before the pandemic struck and ensure the services we have had in Sevenoaks remain secure for us all to enjoy in the future.

**Nicholas Busvine OBE**, Chairman  
8th December 2021

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Stag Community Arts Centre (the Charity/The Stag/SCAC) for the year ended 31 March 2021. The Trustees confirm that the Annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The Stag Community Arts Centre is a registered UK charity (No. 1137420) and a company (No.07090305) limited by guarantee. Our registered office is:

Stag Community Arts Centre  
London Road  
Sevenoaks  
Kent TN13 1ZZ

#### **Charity Objectives**

The Stag continues to operate as a receiving house and as a hire-only facility in the performance spaces. It continues to use volunteers extensively.

The principal objects of the Charity, as set out in the Memorandum and Articles of Association are:

- (1) to advance education for the public benefit in the appreciation and practice of the arts, including the arts of drama, film, dance, singing and music, in particular but not exclusively through the provision and production of theatre plays and educational and art based films and associated participation and educational activities; and
- (2) such charitable purposes for the benefit of the inhabitants of Sevenoaks and the surrounding area as are charitable according to the laws of England and Wales as the Trustees may from time to time determine.

The Stag Community Arts Centre acts in the best interest of the local community by:

- (i) Assisting the sustainability of the local economy of the town, particularly the night time economy and the tourism economy;
- (iii) Working to try and enable the development of youth services both in performing arts and Youth Outreach services;
- (iv) Retaining an iconic building in the town and preserving the street scene.

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

Activities for this financial year (2020-2021) have continued to be heavily impacted by the effects of the Coronavirus pandemic. The Stag closed on 23rd March 2020 and only re-opened with heavy restrictions in the week of July 17th 2020 under reduced capacity and social distancing. In that period of full closure we marketed online comedy shows with our partner Outside The Box followed by a reduced capacity sell out in the theatre with Al Murray in September. When allowed to re-open under controls we put on a dance festival, a music group (a regular performer here - Voodoo Room) and with Jamie Alexander Wilson producing a series of concerts under the banner "It's time to Come Back Inside" covering musical theatre, a drag queens' night and a favourite of The Stag (and of Sevenoaks); Silly Billy's Funday.

The Stag has continued towards its charitable aims even when closed during most of 2020 and into 2021 when trying to survive. The underlying charitable and artistic aims for The Stag, its Trustees and its staff have not changed since it re-opened in 2009 - providing facilities for hundreds of events of all types, providing a focus for local groups and a location for national and touring groups. The Stag has continued to support local amateur performing arts groups with significant reductions in hiring rates providing an excellent route to professional theatre services for local community groups.

SYT (the Stag Youth Theatre) and the Stag's Youth Outreach provision are now well established. The Stag has not received any identified grant money specifically to support youth based activities since 2015. The Charity has continued to build on the early year successes when those grants were available and continues to provide from its own revenues, reduced pricing for local state school performances and some limited support for local youth groups. The Stag principally provides facilities - now for two youth groups (RARE Productions and the Stag Youth Theatre) plus The Stag's Arts Festival. SYT provides drama, play-writing and film-making courses. Unfortunately both RARE's planned production and The Stag's 2020 Arts Festival couldn't take place. However during the pandemic, youth activities were allowed and encouraged. The Stag encouraged SYT to use its facilities which provided a valuable escape for a large group of young people to run a play and story writing course which led to a brilliant evening of eleven short specially created plays put on the main stage during Halloween.

The cinema continues to show first run films on their date of national release alongside our continuous development of Stag Select live transmissions, cult and classic films and specialised films plus a variety of private hire & community users. The Stag has also enabled locally made films to be shown as part of the 'Film in a Week' original output from the Stag Youth Theatre. External donors, grant bodies and the Friends of Stag continue to provide financial and support through benefit in kind.

The Stag Bar continued to operate in the evening during theatre events when it is manned by volunteers.

The Trustees once again thank both our staff and our enthusiastic group of volunteers without whom the Stag could not operate so well. As the theatre gradually re-opened the volunteers also came back to help. All our people not only give their time but also their passion to continue the success the Stag enjoys. The small group of staff is supported by the volunteers who regularly receive plaudits from customers and hirers. We particularly want to thank Chris Holgate who has been working so hard and often in protective isolation in the large spaces of The Stag. His careful work painting, building and refurbishing has done so much to clean up and improve all around The Stag especially working on the refurbishment of the Stag Plaza. Staff and volunteers are two sides of the same coin providing the individual service to customers and hirers.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

**Achievements this year and aims for the future**

As a charity all infrastructure and equipment investment depends upon the availability of funds either generated within the business or from external grant funding. Developments and improvements are carried out as funds are available.

During much of 2020 The Stag was closed through Government edict. However external grants from the Government and the people of Sevenoaks did enable upgrade, refurbishing and improvement works throughout the building were completed especially behind the scenes in 2020.

- The Stag Plaza refurbished with new equipment, new doors and re-decoration.
- Refurbished and replaced the foyer toilets, upper foyer toilets and the basement ladies toilet
- Refurbished the Limelight Meeting room with A/V equipment and coffee facilities
- Upgraded our foyer and upper foyer marketing displays to digital screens
- Installed WiFi throughout the building
- Re-wired the computer network
- Made some longstanding building repairs and improvements
- Replaced the last of the 1984 and 1991 worn out carpeting

***Theatre***

In this financial year (2020-2021) The Stag was closed (alongside all theatres and cinemas nationally) for 258 days across two periods and especially over Christmas and the Spring of 2021. The strong positive public response from the community in September and October 2020 when we were allowed to re-open for a short period showed that The Stag remains a local destination of choice for customers.

The theatre auditorium has been invaluable as a large space where social distancing and entertainment were possible and meant The Stag could fulfil its community role. Music, entertainment, drama and dance shows were performed during the limited re-opening periods. Our new and vibrant partnership with Rare Productions returns in 2021 and sits alongside the resident Stag Youth Theatre which operated safely throughout. The Stag's comedy club Outside The Box provided online shows when the theatre couldn't be open.

The enforced shutdown in 2020-2021 provided survival and long-term viability funding from the Government. Importantly generous donations from the people of Sevenoaks meant The Stag continued its refurbishment of the theatre and its equipment. Following the work done during the pandemic shutdowns, The Town Council and the Charity has now invested nearly £1.3M in capital improvements to the building since 2009. Hirer feedback for the facilities and service – both technical and front of house service provided at the Stag Theatre continues to be strong and positive with many new companies beginning to use the excellent on-stage and backstage facilities The Stag provides.



**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2021**

---

***Cinema***

The cinema provision was closed during the pandemic. When allowed to re-open there was little new content so The Stag provided classic films to provide a welcome escape for families especially as The Stag made the community decision to only charge half price for tickets. For example we showed all eight of the Harry Potter film series. Of the 86 films shown this year the vast majority were seen by fewer than a hundred people. Only the three major releases – Christopher Nolan’s much awaited ‘Tenet’ which was initially released only to cinemas, and the re-released ‘Secret Garden’ and ‘Trolls World’ were seen by hundreds of people. 50% of the films The Stag showed were seen by fewer than 25 people during their runs. The distribution industry was beginning to feel its way back into the market place with newly released films when the industry was again closed down by Government at the end of October 2020.

The Stag continued to provide its Stag Select strand of specialist event performances with English National Ballet, numerous National Theatre shows such as Hansard, The Lehman Trilogy and Present Laughter along with many other genres such as Sir David Attenborough, Rembrandt, Kinky Boots, Star Wars and Batman films.

The Stag deliberately continues to programme a wonderful mix of film aimed at all ages covering films for the whole family from younger to older. Overall a list of films to suit everyone’s taste. When it is allowed, the Stag Cinema will continue to provide first-run films 7 days per week 52 weeks per year providing family friendly and local service & facilities with excellent value.

The Charity continued to show its community ethos with community events whenever The Stag was allowed to open. We will continue to look for high quality productions which we can use as Stag Select presentations.

We continue to try and show our current films as Parent & Baby screenings where the lights are turned up and the sound turned down providing a safe environment for new parents to enjoy watching a film without worrying that their children cause interruption and upset to other customers. We have provided booster seats for our customers (mainly small children but also some small adults!) in our cinemas.

***Stag Plaza***

The Stag Plaza is an increasingly popular choice providing superb low cost value and a flexible space for hirers and customers for all forms of shows covering meetings, music and drama. It was the airy, spacious and safe location for SYT’s play writing course and where rehearsals for the eleven plays took place. The Stag Plaza remains available for training seminars, community and business meetings.

***Bars, Café & Kiosks***

The Stag continues to follow its community ethos by providing refreshments in child and family friendly servings and pricing. The range of refreshments continues to be monitored and enhanced when suitable products are available. Ice cream tubs in various flavours continue to be a popular offering at theatre and cinema shows. The Stag was able to donate its stock (unused through closure of The Stag) to local families during lockdown through the District Council’s food larder support scheme.

The Art Wall continues to be available as the only free and freely available display space in Sevenoaks. It has displayed a selection of the Town Council’s modest art collection when The Stag was partially re-opened and it will display new art when The Stag is fully re-opened.

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

Theatre and Stag Plaza events continue to be supported by volunteers for front of house support backed up by a dedicated staff event manager in addition to the on-site Duty Manager. The volunteers not only provide support during the evening shows but during matinees, meetings and special events. Our team of volunteers also increasingly assist with administration and other tasks within the charity. Without them the Charity could not operate as successfully and the Trustees are deeply grateful.

### ***Marketing***

The Stag has replaced its in-house poster displays with TV adscreens in both the main foyer and the upper foyer. These can display static pictures, GIFs as well as video content. During the period 2020-2021 The Stag did not produce any printed material and focusses now on visual and social media marketing. It continues to monitor the market and costs of producing and delivering printed brochures and will return to these when fully re-opened in 2022.

The Stag continues to provide eTickets for our customers with quick and direct access to tickets which do not even have to be printed. This has now been enhanced by the use of QR codes. Electronic tickets can be shown at the theatre or cinema door on your smart phone or tablet. Our use of social media such as twitter and facebook now includes Instagram and produces excellent marketing feedback including visible ticket sales. We also provide print and design services to hirers and other theatres.

The Stag has a close relationship with Sevenoaks TownTeam and hosts an advertising video screen in the foyer which provides tourist and business information for visitors. The Stag has a community presence on an advertising screen at Sevenoaks Rail Station.

We will continue to strive for greater income from sponsorship, gift-aid, legacies and other sources of charitable donations.

### ***Youth Outreach***

Many groups use The Stag's facilities for young people. The Stag's Youth Outreach programme is primarily provided by Simon Cossons working with The Stag but also includes musical theatre from Rare Productions. Together we provide the Stag Youth Theatre drama courses and Film in a Week professional film courses plus full-scale musicals through RARE Productions. In the absence of dedicated funding for youth activities, we have continued to provide the Stag's facilities at a generously reduced rate for youth and school users - subsidised by the Charity under its aims. This enables state school productions to have professional facilities for their shows at greatly reduced charges alongside some youth production sponsorship. It provides a wonderful professional experience for pupils and staff.

During this year the Stag Community Arts Centre has:

- Supported drama through SYT (the Stag Youth Theatre) with theatrical productions, and an over-subscribed weekly youth drama development course;
- Hosted the Sevenoaks Town Council free-to-all youth café, House in The Basement. This remained closed for most of the year but was a safe space for some young people when allowed.
- Provided the facility for professional film making courses where original 20-minute feature films created and made by young people are shown at the Stag Community Art Centre's cinemas. During this year no film courses were held but are planned to re-start as soon as Government restrictions allow.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

***Volunteers***

We continue to have the support of many individual volunteers. We send out a weekly newsletter to all volunteers and provide social events and information for them. As well as seeing the shows at which they assist, regular volunteers qualify for tickets to see shows under our Volunteer Rewards scheme.

The Stag Community Arts Centre could not operate so successfully without its volunteers and this year they provided thousands of hours of volunteering. The majority of the volunteering effort provides front of house support for events at The Stag but there are opportunities for placements in other parts of The Stag – retail, maintenance, administration and gardening.

***Fundraising, Sponsorship, Grants and Bequests***

Income via fundraising, sponsorship and grants has taken place plus special collections and donations, the use of gift aid and tax effective giving schemes. The Stag doesn't at present use bucket collections but does have a donation area at the box office and in 2021 upgraded this so that a coin-drop and card-pay donation box is available in the main foyer. The Stag now has five different routes to donate funds:

- Donate through the website
- Donate at the box office
- Donate through Smile Amazon when making online purchases
- Donate by text
- Donate coins or tap&donate in the foyer

The Stag also welcomes discussions on bequests and legacies to help support it and keep the arts and culture alive in Sevenoaks.

This general income enables more refurbishment to be carried out and new equipment to be sourced. We also receive donations of goods and equipment from external donors and benefit in kind donations from other organisations such as our technical partner H2 Productions. We receive significant donations in kind of their time and equipment from these partners and their support is gratefully received.

We will continue to apply for grant funding wherever it is available to meet the objectives of the Charity and we will continue to source commercial sponsorship whenever possible.

We have received no complaints regarding our fundraising activities.

***Other Income***

The Charity continued to receive grant income of £27,000 from Sevenoaks Town Council during the financial year 2020/21 towards general operational costs and received a further £125,000 towards the sustainability and viability of the Stag throughout the Covid 19 pandemic.

**Structure, Governance and Management**

***Governing Document***

The Charity is a company limited by guarantee and does not have share capital. The constitution of the Charity is set out in the Memorandum and Articles of Association dated 28 November 2009.

**STAG COMMUNITY ARTS CENTRE  
(A Company limited by guarantee)**

---

**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2021**

---

***Trustees***

A full list of trustees who served during the year is detailed below:-

Simon Raikes (Chairman) (Resigned 7 September 2021)

Nicholas Busvine OBE (Chairman) (Appointed 7 September 2021)

Victoria Granville-Baxter (Vice-Chairman) (Resigned 7 September 2021)

Claire Shea (Vice-Chairman) (Appointed 7 September 2021)

Keith Bonin

Sue Camp

Merilyn Canet

Tony Clayton

Roderick Hogarth

Rachel Parry

Richard Parry

Robert Piper

Edward Waite

***Appointment of new Trustees***

The Articles of Association allow for the number of Trustees to be between 2 and 16 in number.

- (1) The subscribers to the Memorandum are the first Members of the Charity.
- (2) Membership is open to any person who is a Town Councillor of Sevenoaks Town Council who:
  - (a) applies to the Charity in the form required by the Trustees; and
  - (b) is approved by the Trustees.
- (3) The Trustees may only refuse an application for Membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse application.
- (4) The Trustees must inform the applicant in writing of the reasons for the refusal within twenty one days of the decision.
- (5) The Trustees must consider any written representations the applicant may make about the decision. The Trustees decision following any written representations must be notified to the applicant in writing but may be final.
- (6) Membership is not transferable to anyone else.

The only Members of the Company are the Trustees. Any person appointed as a Trustee automatically becomes a member and ceases to be a member when they cease to be a Trustee. At 31 March 2021 there were thirteen members each of which guarantee to contribute £10 in the event of the Charity ceasing to operate.

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

***Induction and Training of Trustees***

New Trustees undergo an individual induction session to brief them on their legal obligations under charity and company law, the content of the Articles of Association (incorporating Memorandum), the Trustee Board and decision making process, the business plan and the recent financial performance of the Charity. During induction they formally meet the executive management team. Trustees are given the opportunity to attend appropriate external training events to help them undertake their role.

***The Governance Structure***

The Board of Trustees administers the Charity and meets normally on a bi-monthly basis. All issues are considered at the Trustee Board meetings.

A Chief Executive manages all day to day operations of the Charity under a contract of employment by the Trustees. To facilitate effective operations, the Chief Executive has delegated authority for all operational matters including artistic programming, finance and employment issues.

The Trustees are aware of the Charity Commission's Charity Governance Code published in 2017 and are en-route to applying principles one to five. The Charity is set up to accept Trustees from the elected representatives of Sevenoaks Town Council which is an open democratic process. For principle six the Board welcomes Trustees from any background and anyone who falls within any of the protected characteristics of the Equality Act 2010. The Charity follows principle seven within the confines of commercial confidentiality.

***Subsidiary***

The Stag Community Arts Centre has one wholly owned subsidiary company, Stag Community Arts Centre Trading Limited (Company Number 7614710). The company's principal activity is the provision of commercial recreational facilities in support of the Charity. The subsidiary gift aids its profits to the Charity.

The results of the subsidiary's trading is summarised in Note 2 of the financial statements.

***Related Party Relationships***

The Trustees consider the following entities to be related parties of the Charity:

- Sevenoaks Town Council;
- Sevenoaks District Council.

The Stag Community Arts Centre also has a working relationship with the following organisations:

- Friends of Stag
- H2 Productions
- Kent Libraries
- Kent County Council
- Sencio Leisure Centre
- Sevenoaks Chamber of Commerce
- Sevenoaks Chronicle and other local media
- Sevenoaks Lions
- Sevenoaks Round Table
- Sevenoaks Theatre Productions
- Sevenoaks TownTeam
- Sevenoaks Visual Arts Forum

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

***Pay policy for senior staff***

The directors consider the board of directors, (who are the Charity's trustees) and the senior management team comprise the key management personnel of the Charity in charge of directing & controlling, running & operating the Charity on a day to day basis. All Trustees give of their time freely and no Trustee received remuneration in the year.

The pay of the senior staff is reviewed regularly by the Chief Executive and increased as appropriate in line with meritorious work for the Charity. In view of the nature of the Charity, the Chief Executive considers pay levels in similar roles held elsewhere in the industry with similar attributes as the Stag whilst considering experience and any additional responsibilities. If recruitment proves difficult then a market addition can be paid.

***Risk Management***

The Trustees have a comprehensive risk management strategy which comprises:

- (i) A regular review at its board meetings of the risks the charity may face;
- (ii) The establishment of systems and procedures to mitigate those risks;
- (iii) The implementation of procedures designed to minimise any potential impact on the Charity should those risks materialize.

The risk management process is on-going and is regularly reviewed by the Board of Trustees. The Trustees recognise that the Charity operates in an area where reputational and financial risk is inherent in the very nature of its charitable purposes. Consideration is given to the Charity's appetite for such risks and the balance of financial and artistic risk. A key element in the management of financial risk is to continue working towards establishing an appropriate level of reserves in the unrestricted funds of the Charity.

**Financial Review**

The overall result for the year was a surplus of £84,170 (2020 - deficit of £1,497). Unfortunately the impact of COVID19 adversely affected this financial year and has continued to have an impact on operations into the new financial year. A combination of reserves, grants and donations are currently being used to support the Stag Community Arts Centre until normal operations can resume. The aim will then be to return to its previous successful operations and reconsolidate its financial position and future growth.

The Stag Community Arts Centre earned 7% (2020 - 95%) of its income from performance and hire fees, bar and catering income, the Youth Outreach programme and the showing of films in the Cinema. The remaining 93% (2020 - 5%) of income was raised through external grants and donations, the biggest single contribution of which came from the Arts Council Fund.

The Charity is working towards building stability in its financial position in order to support the Stag Community Art Centre's aims and objectives and to be able to fund any future costs arising in relation to maintaining the fabric of the historic building and replacing key items of equipment as they wear out.



**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

**Reserves Policy**

Reserves are needed to cover short term falls in day to day operational cashflows and to cover unplanned emergency repairs and other expenditure. Prior to COVID19, the Trustees considered the ideal level of reserves required to mitigate the above would be £51,373, which equates to 5% of turnover, and £50,000 to cover unplanned emergency repairs. In light of recent events the Trustees will review the adequacy of this policy in the future and will update it accordingly.

The Unrestricted General Reserves balance at the year-end amounts to £273,952 (2020 - £188,584) of which £173,259 has been built up for future projects and also represents the working capital required for the normal day to day operations and unplanned emergency repairs. Since the year end these reserves continue to be used to help support the Stag through the COVID19 pandemic and will continue to do so until customer confidence is fully returned. The grants received from the Arts Council Fund of £444,395 and from the Sevenoaks Town Council of £152,000 have been instrumental in maintaining the sustainability and viability of the Stag along with the amazing generosity of the public donations. All together these funds have ensured the survival of the Stag in this unprecedented time.

The Designated Reserve Balance at the year end amounts to £101,733 (2020 - £102,931) of which £66,733 has been utilised to purchase fixed assets and £35,000 has been set aside for the cinema projector fund.

Restricted funds arise from donations and grants received from third parties to be utilised towards specific projects. During the year the Charity utilised £209,402 from the Government Coronavirus Job Retention Scheme towards the staff costs of employees that had been furloughed throughout the year. A grant of £9,306 was also received from BFI towards the cost of making the premises COVID 19 compliant for staff and customers. The outside doors that service the Stag Plaza area were able to be replaced during the year due to funds received from Theatre Trust of £5,000 and Ibstock Enovert of £4,706.

**Investments Policy and Powers**

The Charity currently holds short term surplus funds with its bankers, National Westminster Bank. Any surplus funds held in excess of one month's average working capital requirements are placed on deposit at a suitable UK based financial institution, depending on the credit rating and prevailing interest rates available.

**Going Concern**

Accounting standards require that the Trustees of the charity consider appropriateness of the going concern basis when preparing the financial statements. The Trustees have taken notice of the Financial Reporting Council guidance especially following the impact of the Covid-19 pandemic.

The Trustees continue to regard that the basis for 'going concern' remains appropriate since the Charity has unrestricted funds of £375,685 (2020 - £291,515) at the balance sheet date, cash balances of £318,174 (2020 - £422,048) and no long term borrowings. The board has reviewed the cashflow forecast for the next twelve months in conjunction with future bookings and the Government's road map. This allowed The Stag to reopen its doors on May 17 2021 with social distancing measures in place and subsequently with all restrictions removed on July 19 2021. The Stag has built up cash reserves which will cover up to six months of operations. In the event that further restrictions lay ahead The Stag should be able to continue as a going concern until they are subsequently lifted.

The board has discussed and taken account of factors affecting the short and medium term future for The Stag. It has agreed a Board Memorandum at the board meeting held on 8th December 2021 agreeing this. The board is therefore confident that on the basis of information provided to it and which show the current situation in the UK and in the entertainment sector that they are content that The Stag remains a going concern moving into an operational 2022 and beyond.

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

---

**Statement of Trustees' Responsibilities**

The Trustees (who are also directors of Stag Community Arts Centre for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Provision of Information to Auditor**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditor in connection with preparing its report and to establish that the charitable company's auditor is aware of that information.

**Auditor**

A resolution to reappoint Crowe U.K. LLP was passed at the Annual General Meeting on September 07 2021 in accordance with section 485 of the Companies Act 2006.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 8th December 2021 and signed on their behalf, by:

**Nicholas Busvine OBE**, Chairman

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF**  
**THE STAG COMMUNITY ARTS CENTRE**

---

**Opinion**

We have audited the financial statements of Stag Community Arts Centre (the 'parent charity' ) and its subsidiary (the 'group') for the year ended 31 March 2021 which comprise the Consolidated Statement of Financial Activities, Consolidated Balance Sheet, Company Balance Sheet, Statement of Cash Flow and notes to the financial statements, including a summary of significant accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 March 2021 and of the group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**Basis for Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's and the group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF**  
**THE STAG COMMUNITY ARTS CENTRE**

---

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In light of the knowledge and understanding of the group and the charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- the parent company has not kept adequate accounting records; or
- the parent company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's or the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF**  
**THE STAG COMMUNITY ARTS CENTRE**

---

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 151 of the Charities Act 2011 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Extent to which the audit was considered capable of detecting irregularities, including fraud**

We obtained an understanding of the legal and regulatory frameworks within which the charitable company operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006 and SORP 2015.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be the override of controls by management. Our audit procedures to respond to these risks included:

- enquiry of management about the Group's policies, procedures and related controls regarding compliance with laws and regulations and if there are any known instances of non-compliance;
- examining supporting documents for all material balances, transactions and disclosures;
- enquiry of management and review and inspection of relevant correspondence;
- evaluation of the selection and application of accounting policies related to subjective measurements and complex transactions;
- analytical procedures to identify any unusual or unexpected relationships;
- testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements; and
- review of accounting estimates for biases.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

**STAG COMMUNITY ARTS CENTRE**  
**(A Company limited by guarantee)**

---

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF**  
**THE STAG COMMUNITY ARTS CENTRE**

---

These inherent limitations are particularly significant in the case of misstatement resulting from fraud as this may involve sophisticated schemes designed to avoid detection, including deliberate failure to record transactions, collusion or the provision of intentional misrepresentations.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Ian Weekes  
Senior Statutory Auditor  
For and on behalf of  
**Crowe U.K. LLP**  
Statutory Auditor  
Riverside House  
40-46 High Street  
Maidstone  
Kent  
ME14 1JH



**STAG COMMUNITY ARTS CENTRE**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
(including consolidated income and expenditure account)  
**YEAR ENDED 31 MARCH 2021**

	Notes	2021			2020		Total
		Restricted	Unrestricted		Restricted	Unrestricted	
		£	£	£	£	£	£
<b>INCOME</b>							
Arts Council Fund Grant		-	444,395	444,395	-	-	-
Coronavirus Job Retention Scheme		209,402	-	209,402	-	-	-
Donations	3	19,012	283,935	302,947	8,860	45,605	54,465
<i>Income from charitable activities:</i>							
Operation of community arts centre	4	-	23,799	23,799	-	285,742	285,742
<i>Income from other trading activities:</i>							
Commercial trading operations	2	-	46,769	46,769	-	774,603	774,603
Investment income	5	-	141	141	-	761	761
<b>TOTAL INCOME</b>		<b>228,414</b>	<b>799,039</b>	<b>1,027,453</b>	<b>8,860</b>	<b>1,106,711</b>	<b>1,115,571</b>
<b>EXPENDITURE</b>							
<i>Cost of raising funds:</i>							
Commercial trading operations		-	44,295	44,295	-	740,523	740,523
Operation of community arts centre	6	228,414	670,574	898,988	12,464	364,081	376,545
<b>TOTAL EXPENDITURE</b>		<b>228,414</b>	<b>714,869</b>	<b>943,283</b>	<b>12,464</b>	<b>1,104,604</b>	<b>1,117,068</b>
<b>NET (EXPENDITURE)/INCOME BEFORE TRANSFERS</b>		<b>-</b>	<b>84,170</b>	<b>84,170</b>	<b>(3,604)</b>	<b>2,107</b>	<b>(1,497)</b>
Transfers between funds		-	-	-	-	-	-
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>-</b>	<b>84,170</b>	<b>84,170</b>	<b>(3,604)</b>	<b>2,107</b>	<b>(1,497)</b>
<b>RECONCILIATION OF FUNDS</b>							
<i>Total funds at 31 March 2020</i>		20	291,515	291,535	3,624	289,408	293,032
<b>TOTAL FUNDS AT 31 MARCH 2021</b>		<b>20</b>	<b>375,685</b>	<b>375,705</b>	<b>20</b>	<b>291,515</b>	<b>291,535</b>

All the activities relate to continuing operations.  
The statement of financial activities includes all gains and losses recognised in the current and preceding year.

The notes on pages 27 to 39 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE  
CONSOLIDATED BALANCE SHEET  
AS AT 31 MARCH 2021  
Company number 07090305**

	Notes	2021 £	2020 £
<b>Fixed Assets</b>			
Intangible assets	14	-	25
Tangible assets	15	<b>137,703</b>	126,491
		<hr/> <b>137,703</b>	<hr/> 126,516
<b>Current Assets</b>			
Stock		<b>3,902</b>	6,870
Debtors	17	<b>208,589</b>	37,481
Cash at bank and in hand		<b>318,174</b>	422,048
		<hr/> <b>530,665</b>	<hr/> 466,399
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	18	<b>(292,663)</b>	(301,380)
		<hr/> <b>238,002</b>	<hr/> 165,019
<b>NET CURRENT ASSETS</b>			
		<hr/> <b>375,705</b>	<hr/> 291,535
<b>FUNDS</b>			
Restricted funds	19	<b>20</b>	20
Designated funds	19	<b>101,733</b>	102,931
Unrestricted funds	19	<b>273,952</b>	188,584
		<hr/> <b>375,705</b>	<hr/> 291,535

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies.

The financial statements were approved and authorised for issue by the trustees and were signed on its behalf on 8th December 2021

**Nicholas Busvine OBE**, Chairman

The notes on pages 27 to 39 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE**  
**CHARITY BALANCE SHEET**  
**AS AT 31 MARCH 2021**  
**Company number 07090305**

	Notes	2021 £	2020 £
<b>Fixed Assets</b>			
Intangible assets	14	-	25
Tangible assets	15	137,703	126,491
Investment	16	100	100
		<b>137,803</b>	126,616
<b>Current Assets</b>			
Stock		3,902	6,870
Debtors	17	208,589	37,481
Cash at bank and in hand		318,074	421,948
		<b>530,565</b>	466,299
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	18	(292,663)	(301,380)
		<b>237,902</b>	164,919
<b>NET CURRENT ASSETS</b>			
		<b>375,705</b>	291,535
<b>FUNDS</b>			
Restricted funds	19	20	20
Designated funds	19	101,733	102,931
Unrestricted funds	19	273,952	188,584
		<b>375,705</b>	291,535

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies. The company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own statement of financial activities in these financial statements. The surplus of the parent company for the year was £84,170 (2020: (£1,497)).

The financial statements were approved and authorised for issue by the trustees and were signed on its behalf on 8th December 2021.

**Nicholas Busvine OBE**, Chairman

The notes on pages 27 to 39 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE**  
**STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS**  
**YEAR ENDED 31 MARCH 2021**

	Notes	Group		Charity	
		2021 £	2020 £	2021 £	2020 £
<b>Cash used in operating activities</b>	23	<b>(60,242)</b>	<b>96,141</b>	<b>(60,242)</b>	<b>96,161</b>
<hr/>					
<b>Cash flows from investing activities</b>					
Interest income		141	761	141	761
Purchase of intangible fixed assets		-	-	-	-
Purchase of tangible fixed assets		(43,773)	(36,099)	(43,773)	(36,099)
<hr/>					
<b>Cash provided by (used in) investing activities</b>		<b>(43,632)</b>	<b>(35,338)</b>	<b>(43,632)</b>	<b>(35,338)</b>
<hr/>					
<b>Cash used in financing activities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<hr/>					
<b>Increase/(decrease) in cash and cash equivalents in the year</b>		<b>(103,874)</b>	<b>60,803</b>	<b>(103,874)</b>	<b>60,823</b>
<hr/>					
Cash and cash equivalents at the beginning of the year		422,048	361,245	421,948	361,125
<hr/>					
<b>Total cash and cash equivalents at the end of the year</b>		<b>318,174</b>	<b>422,048</b>	<b>318,074</b>	<b>421,948</b>

**ANALYSIS OF CHANGES IN NET DEBT**

	At 1 April 2020 £	Cash Flows £	Other non- cash changes £	At 31 March 2021 £
<b>Group</b>				
<b>Cash and cash equivalents</b>				
Cash	422,048	(103,874)	-	318,174
Cash equivalents	-	-	-	-
<b>Total</b>	<b>422,048</b>	<b>- 103,874</b>	<b>-</b>	<b>318,174</b>
<hr/>				
<b>Charity</b>				
<b>Cash and cash equivalents</b>				
Cash	421,948	(103,874)	-	318,074
Cash equivalents	-	-	-	-
<b>Total</b>	<b>421,948</b>	<b>- 103,874</b>	<b>-</b>	<b>318,074</b>

The notes on pages 27 to 39 form part of these financial statements.

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

---

**1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

**Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Stag Community Arts Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

**1.2 Preparation of the financial statements on a going concern basis**

The Trustees regard the going concern basis as appropriate since the Charity has unrestricted funds of £375,685 (2020 - £291,515) at the balance sheet date, cash balances of £318,074 (2020 - £421,948) and no long term borrowings.

**1.3 Basis of consolidation**

The consolidated financial statements include the Charity and its subsidiary, Stag Community Arts Centre Trading Limited (no. 07614710). Intra-group sales and income are eliminated on consolidation and all sales and income relate to external transactions only. The subsidiary's results and balance sheet have been consolidated on a line by line basis.

A separate Statement of Financial Activities and Income and Expenditure Account for the Charity has not been presented because the Stag has taken advantage of the exemption afforded by Section 408 of the Companies Act 2006.

**1.4 Income**

All income is included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

All grants and donations receivable are recognised when the conditions for receipt have been met. Where grants and donations received are performance related or restricted to future accounting periods they are deferred and accounted for as a liability. Donations in kind are recognised at their value to the Charity when they are received.

No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant are recognised at the time of the donation.

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

---

**1.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

**1.6 Restricted, Designated and Unrestricted Funds**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**1.7 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Cost of raising funds comprise the costs of commercial trading and their associated support costs.
- Expenditure on charitable activities includes the costs of all activities undertaken to further the purposes of the Charity and their associated support costs.

Support costs are those functions that assist the work of the Charity but are not directly attributable to one particular activity. Support costs include back office costs and governance costs which support the Stag's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on a basis consistent with the use of the resources concerned.

**1.8 Operating leases**

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the term of the lease.

**1.9 Intangible fixed assets**

Software costs are capitalised when their use will generate probable future economic benefits. They are capitalised at cost and amortised over their estimated useful economic lives on a straight line basis which is currently at a rate of 20% per annum.



**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

---

**1.10 Tangible fixed assets**

Individual fixed assets costing £1,000 or more are capitalised at cost and depreciated over their estimated useful economic lives on a straight line basis as follows:

Leasehold improvements	10% per annum
Venue fittings and equipment	20% per annum

**1.11 Stock**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving costs.

**1.12 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.13 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term liquid investments held within a current and instant access deposit account.

**1.14 Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.15 Pensions**

All eligible employees of the Charity are automatically enrolled into the WorkSave money purchase defined contribution pension scheme operated by Legal & General unless they have exercised their right to opt out of the scheme membership.

Employees joining the money purchase pension scheme contract directly with Legal & General. The Charity makes a matching contribution of up to 3% of the qualifying employees earnings to this pension scheme and acts as agent in collecting and paying over employee pension contributions. The contributions made for the accounting period are treated as an expense and were £6,251 (2020 - £6,304).

**1.16 General information**

Stag Community Arts Centre is a registered UK charity and a company limited by guarantee. The address of its registered office and principal place of business together with details of the principal activity are disclosed in the Trustees' report.

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**2 Financial performance of the subsidiary**

The Charity has a wholly owned trading subsidiary that is incorporated in the UK. This subsidiary, Stag Community Arts Centre Trading Limited, runs the commercial cinema together with any commercial hire and sale operations within the Stag Community Arts Centre. The company donates its profits via gift aid to the Charity. The summary financial performance of the subsidiary is as follows:

	<b>2021</b>	<i>2020</i>
	<b>£</b>	<i>£</i>
Turnover	<b>46,769</b>	<i>774,603</i>
Cost of sales and administration costs	<b>(44,295)</b>	<i>(740,523)</i>
<b>Profit for the financial year</b>	<b>2,474</b>	<i>34,080</i>
Distribution - Gift Aid	<b>(2,474)</b>	<i>(34,080)</i>
<b>Profit for the financial year after distribution</b>	<b>-</b>	<i>-</i>
<b>Aggregate share capital and reserves</b>	<b>100</b>	<i>100</i>

**3 Donations**

	<b>2021</b>	<i>2020</i>
	<b>£</b>	<i>£</i>
Donations from Trusts, Foundations and Councils	<b>302,947</b>	<i>54,465</i>

The income from donations was £302,947 (2020 - £54,465) of which £19,012 (2020 - £8,860) was restricted and £283,935 (2020 - £45,605) unrestricted.

The Charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the financial statements.

**4 Income from charitable activities**

	<b>Unrestricted</b>	<i>Unrestricted</i>
	<b>Funds</b>	<i>Funds</i>
	<b>2021</b>	<i>2020</i>
	<b>£</b>	<i>£</i>
Performance and Hire	<b>10,684</b>	<i>163,343</i>
Community Cinema	<b>4,529</b>	<i>56,533</i>
Bars and Catering	<b>5,584</b>	<i>57,723</i>
Youth Outreach	<b>3,002</b>	<i>8,143</i>
	<b>23,799</b>	<i>285,742</i>

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**5 Investment income**

All of the Charity's investment income of £141 (2020 - £761) arises from money held in the Charity's interest bearing deposit account.

**6 Analysis of expenditure on charitable activities**

	Theatre				2021	2020
	Performance and Hire	Cinema	Youth Outreach	Bars and Catering	Total	Total
	£	£	£	£	£	£
Direct staff costs	224,484	134,094	-	33,257	391,835	95,794
Other direct costs	25,921	13,460	-	6,785	46,166	58,492
Depreciation	29,735	1,721	-	1,129	32,585	35,704
Governance	13,120	-	-	-	13,120	9,998
Support Costs	188,955	149,537	19,692	57,098	415,282	176,557
	<b>482,215</b>	<b>298,812</b>	<b>19,692</b>	<b>98,269</b>	<b>898,988</b>	<b>376,545</b>

Expenditure on charitable activities was £898,988 (2020 - £376,545) of which £228,414 (2020 - £12,464) was restricted and £670,574 (2020 - £364,081) was unrestricted.

The majority of the direct staff costs were offset by the Coronavirus Job Retention Scheme grant disclosed within income. The additional costs related to staff who were diverted from their usual duties, the cost of which would have usually been borne by the trading subsidiary, to assist in the maintenance and refurbishment that took place within the building throughout the lockdown. These additional costs were fully funded by the grant received from the Arts Council Fund.

**7 Summary analysis of expenditure and related income for charitable activities**

This table shows the cost of the four main charitable activities and the sources of income directly to support those activities.

	Theatre				2021	2020
	Performance and Hire	Cinema	Youth Outreach	Bars and Catering	Total	Total
	£	£	£	£	£	£
Costs	(482,215)	(298,812)	(19,692)	(98,269)	(898,988)	(376,545)
Hire and ticket sales	10,684	4,529	3,002	-	18,215	228,019
Food and drink sales	-	-	-	5,584	5,584	57,723
Net cost funded from other income	<b>(471,531)</b>	<b>(294,283)</b>	<b>(16,690)</b>	<b>(92,685)</b>	<b>(875,189)</b>	<b>(90,803)</b>

**8 Analysis of support costs**

	Theatre				2021	2020
	Performance and Hire	Cinema	Youth Outreach	Bars and Catering	Total	Total
	£	£	£	£	£	£
Establishment expenses	130,773	99,149	11,387	38,466	279,775	70,215
Wages and salaries	35,518	33,550	6,348	12,023	87,439	87,010
Other staff costs	875	650	76	256	1,857	969
General office costs	21,789	16,188	1,881	6,353	46,211	18,363
	<b>188,955</b>	<b>149,537</b>	<b>19,692</b>	<b>57,098</b>	<b>415,282</b>	<b>176,557</b>

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**8 Analysis of support costs (continued)**

As mentioned in note 6 above, during the lockdown we took advantage of the building being closed to the public to carry out much needed maintenance and refurbishment works. This had the effect of increasing the support costs, however these were fully funded by the Arts Council Fund received in the year. The aim of the grant and the works that ensued was to ensure the viability and sustainability of the Stag in preparation for when the Government lifted the lockdown restrictions, and we were allowed to reopen to the public once more.

**9 Analysis of governance costs**

	<b>Unrestricted Funds 2021 £</b>	<i>Unrestricted Funds 2020 £</i>
External auditor remuneration	<b>13,120</b>	9,998
	<b><u>13,120</u></b>	<u>9,998</u>

**10 Net income/(expenditure) for the year**

	<b>2021 £</b>	<i>2020 £</i>
This is stated after charging:		
Depreciation	<b>32,561</b>	35,407
Amortisation	<b>25</b>	297
Auditor's remuneration		
Audit fees for current year	<b>10,000</b>	9,000
Audit fees for subsidiary undertaking	<b>2,500</b>	2,500
	<b><u>12,500</u></b>	<u>11,500</u>

**11 Analysis of staff costs, trustee remuneration and expenses and the cost of key management personnel**

	<b>2021 £</b>	<i>2020 £</i>
Wages and salaries	<b>447,633</b>	426,826
Social security costs	<b>25,389</b>	26,091
Pension costs	<b>6,251</b>	6,304
	<b><u>479,273</u></b>	<u>459,221</u>

No employee had employee benefits in excess of £60,000 in the current or preceding year.

The key management personnel of the Charity comprise the Trustees, the Chief Executive Officer, The Chief Financial Officer, Business Development Manager, Operations Manager and the Cinema and Events Manager. The value of the total employee benefits of the key management personnel of the Charity was £133,292 (2020 - £129,975).

Pension costs are allocated to activities in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

No Trustee received any remuneration, benefits from employment nor reimbursement of expenses in the current or preceding year.

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

---

**11 Analysis of staff costs, trustee remuneration and expenses and the cost of key management personnel (continued)**

No Trustee received payment for professional or other services supplied to the Charity in the current or preceding year.

**12 Staff numbers**

The average monthly head count was 37 staff (2020 - 33 staff) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year were as follows:

	<b>2021</b>	<i>2020</i>
	<b>Number</b>	<i>Number</i>
Operations	<b>15</b>	<i>15</i>
Finance	<b>3</b>	<i>3</i>
Events and Marketing	<b>5</b>	<i>4</i>
	<b><u>23</u></b>	<i><u>22</u></i>

**13 Corporation taxation**

The Charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**14 Intangible assets - Charity (also comprising that of the group)**

	<b>Software</b>
	<b>£</b>
<b>Cost</b>	
At 1 April 2020	1,518
Additions	-
Disposals	-
At 31 March 2021	<b><u>1,518</u></b>
<b>Amortisation</b>	
At 1 April 2020	1,493
Amortisation expense	25
Disposals	-
At 31 March 2021	<b><u>1,518</u></b>
<b>Net book value</b>	
<b>At 31 March 2021</b>	<b><u>-</u></b>
<i>At 31 March 2020</i>	<i><u>25</u></i>

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**15 Tangible fixed assets - Charity (also comprising that of the group)**

	Leasehold improvements £	Venue Fittings & Equipment £	Total £
<b>Cost</b>			
At 1 April 2020	86,795	255,486	342,281
Additions	-	43,773	43,773
Disposals	-	-	-
<b>At 31 March 2021</b>	<b><u>86,795</u></b>	<b><u>299,259</u></b>	<b><u>386,054</u></b>
<b>Depreciation</b>			
At 1 April 2020	32,843	182,947	215,790
Charge for the year	8,680	23,881	32,561
Disposals	-	-	-
<b>At 31 March 2021</b>	<b><u>41,523</u></b>	<b><u>206,828</u></b>	<b><u>248,351</u></b>
<b>Net Book Value</b>			
<b>At 31 March 2021</b>	<b><u>45,272</u></b>	<b><u>92,431</u></b>	<b><u>137,703</u></b>
<i>At 31 March 2020</i>	<i><u>53,952</u></i>	<i><u>72,539</u></i>	<i><u>126,491</u></i>

**16 Investments**

The Charity holds 100 shares of £1 each in its wholly owned trading subsidiary company Stag Community Arts Centre Trading Limited which is incorporated in the United Kingdom. These are the only shares allotted, called up and fully paid. The activities and results of this company are summarised in note 2.

**17 Debtors**

	Group		Charity	
	2021 £	2020 £	2021 £	2020 £
Trade debtors	15,001	4,359	15,001	4,359
Other debtors	35,063	5,936	35,063	5,936
Prepayments and accrued income	158,525	27,186	158,525	27,186
	<b><u>208,589</u></b>	<b><u>37,481</u></b>	<b><u>208,589</u></b>	<b><u>37,481</u></b>

**18 Creditors: amounts falling due within one year**

	Group		Charity	
	2021 £	2020 £	2021 £	2020 £
Trade creditors	49,526	42,513	49,526	42,513
Taxation and social security costs	9,593	24,126	9,593	24,126
Other creditors	75,435	184,186	75,435	184,186
Accruals and deferred income	158,109	50,555	158,109	50,555
	<b><u>292,663</u></b>	<b><u>301,380</u></b>	<b><u>292,663</u></b>	<b><u>301,380</u></b>



**STAG COMMUNITY ARTS CENTRE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**19 Analysis of charitable funds**

**Analysis of movements in unrestricted funds**

	Funds 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2021 £
General Fund	45,325	799,039	(698,671)	(95,000)	50,693
General Dilapidations Fund	143,259	-	-	80,000	223,259
Designated Cinema Projector Fund	20,000	-	-	15,000	35,000
Designated Property Assets Fund	82,931	-	(16,198)	-	66,733
	<b>291,515</b>	<b>799,039</b>	<b>(714,869)</b>	<b>-</b>	<b>375,685</b>

**Analysis of movements in unrestricted funds - previous year**

	Funds 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2020 £
General Fund	39,270	1,106,711	(1,078,278)	(22,378)	45,325
General Dilapidations Fund	131,449	-	(3,190)	15,000	143,259
Designated Cinema Projector Fund	15,000	-	-	5,000	20,000
Designated Property Assets Fund	103,689	-	(23,136)	2,378	82,931
	<b>289,408</b>	<b>1,106,711</b>	<b>(1,104,604)</b>	<b>-</b>	<b>291,515</b>

**Name of unrestricted fund**

**Description, nature and purposes of the fund**

General Fund

The 'free reserves' after allowing for all other funds.

General Dilapidations Fund

Fund for the continuing refurbishment of the Stag and for future dilapidation repairs and renewals.

Designated Funds:

- a) Designated Cinema Projector fund for the future replacement of the Stag's cinema projectors.
- b) Designated Property Assets Fund is the value of tangible fixed assets acquired by the Stag from unrestricted funds and used by the Charity on an ongoing basis for its daily operations.

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**Analysis of movements in restricted fund**

	Funds 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2021 £
Fixed asset donations	20	-	-	-	20
CJRS claims	-	209,402	(209,402)	-	-
Outside door replacements	-	9,706	(9,706)	-	-
Covid 19 health and safety	-	9,306	(9,306)	-	-
	<b>20</b>	<b>228,414</b>	<b>(228,414)</b>	<b>-</b>	<b>20</b>

**Analysis of movements in restricted fund - previous year**

	Funds 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 March 2020 £
Fixed asset donations	94	-	(74)	-	20
Limelight room	3,530	-	(3,530)	-	-
Upper Foyer carpet replacement	-	8,860	(8,860)	-	-
	<b>3,624</b>	<b>8,860</b>	<b>(12,464)</b>	<b>-</b>	<b>20</b>

**Name of restricted fund**

**Description, nature and purposes of the fund**

Fixed asset donations	Donations received from the Friends of Stag and other third parties that have been used to purchase specific fixed assets.
CJRS claims	Grants received from HMRC through the Coronavirus Job Retention Scheme for the purpose of covering furloughed employees wages and salaries costs.
Outside door replacements	Grants received from Theatre Trust and Ibstock Enovert towards the cost of replacing the outside doors to the Stag Plaza.
Covid 19 health and safety	Grant received from BFI towards the cost of making the premises compliant with the Government's Covid 19 health and safety requirements.
Limelight meeting room	Donation received from the Friends of Stag towards the refurbishment of the Limelight meeting room.
Upper Foyer carpet replacement	Donation received from the Friends of Stag towards the Upper Foyer carpet replacement.

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**20 Analysis of net assets between funds**

**Group**

	Restricted funds	Unrestricted funds	Total funds 2021
	£	£	£
Fixed assets	20	137,683	137,703
Current assets	-	530,665	530,665
Current liabilities	-	(292,663)	(292,663)
	<u>20</u>	<u>375,685</u>	<u>375,705</u>

**Analysis of net assets between funds - previous year**

**Group**

	Restricted funds	Unrestricted funds	Total funds 2020
	£	£	£
Fixed assets	20	126,496	126,516
Current assets	-	466,399	466,399
Current liabilities	-	(301,380)	(301,380)
	<u>20</u>	<u>291,515</u>	<u>291,535</u>

**Analysis of net assets between funds**

**Charity**

	Restricted funds	Unrestricted funds	Total funds 2021
	£	£	£
Fixed assets	20	137,783	137,803
Current assets	-	530,565	530,565
Current liabilities	-	(292,663)	(292,663)
	<u>20</u>	<u>375,685</u>	<u>375,705</u>

**Analysis of net assets between funds - previous year**

**Charity**

	Restricted funds	Unrestricted funds	Total funds 2020
	£	£	£
Fixed assets	20	126,596	126,616
Current assets	-	466,299	466,299
Current liabilities	-	(301,380)	(301,380)
	<u>20</u>	<u>291,515</u>	<u>291,535</u>

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

---

**21 Related Party Transactions**

The Trustees of the Charity are all elected Town Councillors of Sevenoaks Town Council. During the year Sevenoaks Town Council granted £152,000 (2020 - £27,000) to the Charity towards general operational costs. In addition, the Charity operates the Stag via an agreement with Sevenoaks Town Council and Sevenoaks District Council where there is an annual peppercorn rent of £1 payable to Sevenoaks Town Council. Donations in kind received from Sevenoaks Town Council towards the annual rent of the Stag have been reasonably estimated at £1,000 (2020 - £1,000).

During the financial year the following transactions took place between the Charity and its wholly owned subsidiary Stag Community Arts Centre Trading Limited:

The transfer under gift aid of the trading profits of Stag Community Arts Centre Trading Limited of £2,474 (2020 - £34,080) of which £2,474 was outstanding at 31 March 2021 (2020 - £34,080).

There were no other outstanding balances with related parties as at 31 March 2021 (2020 - £Nil).

**22 Agency Arrangements**

The Charity's wholly owned subsidiary, Stag Community Arts Centre Trading Limited, is responsible for the operation of the commercial cinema together with other commercial activity undertaken at the Stag.

The Charity collects the revenue on behalf of its subsidiary and incurs some of the costs associated with the running of the commercial operation. A contribution is made by the subsidiary to cover the costs incurred and gift aids its taxable profits to the Charity.

The Stag also acts as an agent for all performances that take place in the Stag Theatre, Stag Plaza and other performance spaces at the Stag. The Stag charges the hirer a hire fee for the use of the Stag Theatre, Stag Plaza and other performance spaces at the Stag and collects the ticket sales for the performances on behalf of the hirer. All amounts due to the performer are paid following the completion of the performance. At the year end the amounts due to hirers are included within other creditors (see note 18).

**STAG COMMUNITY ARTS CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

---

**23 Reconciliation of net movement in funds to net cash flow from operating activities**

	Group		Charity	
	2021	2020	2021	2020
	£	£	£	£
Net movement in funds	<b>84,170</b>	(1,497)	<b>84,170</b>	(1,497)
Add back amortisation charge	<b>25</b>	297	<b>25</b>	297
Add back depreciation charge	<b>32,561</b>	35,407	<b>32,561</b>	35,407
Deduct interest income shown in investing	<b>(141)</b>	(761)	<b>(141)</b>	(761)
Decrease/(increase) in stock	<b>2,968</b>	(89)	<b>2,968</b>	(89)
Decrease/(increase) in debtors	<b>(171,108)</b>	5,661	<b>(171,108)</b>	5,661
Increase/(decrease) in creditors	<b>(8,717)</b>	57,123	<b>(8,717)</b>	57,143
Net cash used in operating activities	<b>(60,242)</b>	96,141	<b>(60,242)</b>	96,161

**24 Accounting estimates and judgements**

In preparing the financial statements, the Trustees are required to make estimates and judgements. The matters considered below are considered to be the most important in understanding the judgements that are involved in preparing the financial statements and the uncertainties that could impact the amounts reported in the results of operations, financial position and cashflows. Accounting policies are shown in note 1 to the financial statements.

**Cost allocation**

Costs not attributable to a single activity are allocated or apportioned to activities on a basis consistent with identified cost drivers for that cost category. Cost drivers utilised include turnover and floor space and judgement is exercised in applying cost drivers to cost categories.

**Remaining useful economic life of assets**

Assets are depreciated over their useful economic life as explained in note 1.10. The estimation of the remaining useful economic life of the assets concerned is one of judgement based on current and past knowledge of their operational use.

**Notional rent charge**

As described in note 21, the Charity receives a donation in kind from Sevenoaks Town Council towards the annual rent of the Stag. A notional rent charge has therefore been estimated in the financial statements based upon the specialised nature of the building.